567

INFORMATION MANAGEMENT OF CHURCH ARCHIVES IN INDIA

Fr Dr A VIJAY KIRAN

S985

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
UNIVERSITY OF MADRAS
CHENNAI, INDIA
2003

INFORMATION MANAGEMENT OF CHURCH ARCHIVES IN INDIA

Fr Dr A VIJAY KIRAN

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
UNIVERSITY OF MADRAS
CHENNAI, INDIA
2003

© Author
All Rights Reserved

Cataloguing Data :

Vijay Kiran, A.

Information Management of Church Archives in India / A. Vijay Kiran. - Chennai : University of Madras, Dept. of Library and Information Science, 2003.

x, 260p : ill., tables, figs., charts ; 20 cms.
Bibliography : p. 141 - 157
Glossary : p. 163 - 172
Index : p. 251 - 260
1. Information Management. 2. Archives - India
3. Church Archives - India. 4. Archives - Automation

DDC No. 651.560954
CC No. 24 (Q62) : 97 : (V : 8) .44
UDC No. 651.5 : 282 (540)

Price : Rs. 295/-

Printed at :
Vacha Fine Arts
C 4, Ambattur Industrial Estate
Chennai - 600 058

To the

fond memory

of my

beloved Father

FOREWORD

I am greatly pleased and honoured to write this foreword to this publication " Information Management of Church Archives in India", by Fr. Dr. A. Vijay Kiran. This books is timely and would be very useful to alert the church authorities on the need for preservation of archives on the one hand, and also it would be invaluable to researchers of Church Archives and historians interested in knowing the current status of Church Archives, especially in South India.

Many a person felt that the study chosen for research by Fr. A. Vijay Kiran was formidable and would be unsuccessful. In spite of personal and professional problems, Fr. A. Vijay Kiran proved his critics wrong by adopting an analytico-synthetic methodology and was successful in completing his study in time. It was indeed a magnificent effort, which was properly focused and I commend Fr. A. Vijay Kiran.

In this context, it would be of interest for information professionals to know that this is the first study in India on the topic of Information Management of Church Archives. Overall, the study has been well designed with clear objectives and systemmatic methodology. His DOCCAM package along with the user Manual for Church Archival Materials will serve as a tool for document description of Archival Materials. The catalogue of Archival records of 18th & 19th Century and glossary of terms would be very much useful from the researchers' point of view. The case study of the Catholic Church Archives at the Archdiocese of Madras-Mylapore highlights the problems facing most of the Church Archives in India and Fr. A. Vijay Kiran's approach to eliminate, if not reduce the problems is quite practical and realistic. The Case Study would also be an eye opener for those churches that are neglecting their archives. I believe that the recommendations based on the findings of the study would serve as a "blue print for action".

The document is well structured and presented in a logical manner and reflects professionalism worthy of the best researcher. He has adopted a simple and lucid style. The language used in the presentation is precise and concise. Nevertheless, to emphasise certain aspects, the author has rightly resorted to duplication. This clearly indicates the commitment and dedication of the author whose only desire, I believe, is preservation of archival materials for posterity.

Finally, I feel that this book will fill a long-standing gap existing in the literature on Management of Church Archives in India. In addition, it would be useful to others involved in general Management of Archives, not necessarily Church Archives. Perhaps, it is worthwhile mentioning that this is the first thesis from the Department of Library and Information Science, University of Madras to be published.

To conclude, I hope that this book would serve as a catalyst to stimulate people concerned to act in a constructive manner for the creation, maintenance and use of Church Archives.

Chennai.
6.6.2003

S. SEETHARAMA
Former Professor & Head
DRTC, Bangalore

PREFACE

Church Archives are as old as the organization of the earliest churches, and have produced records that require preservation and storage. In the dioceses, historical and secret archives were modeled on the basis of Canon Law. At the beginning of the modern era, the Council of Trent promulgated brief regulations on the preservation of documents. But, the responsibility for documentary material (archives) was assigned primarily to individual church entities and rightly so as the archives are created in the course of discharging duties of the church.

Ever since I was appointed at the Archbishop's House after my Ordination about seventeen years ago, I noticed that archives being stored in various dioceses / churches more for preservation of the records rather than for use of the same. In other words, the emphasis seems to be on preservation with little attention being given to the organization of archives to facilitate retrieval and dissemination to those interested in information stored in archives. Hence, I decided to undertake a study on "Information Management of Church Archives in India" to determine the present state of archival organization and measures to be taken to ensure their fruitful use.

The outcome of my study has resulted in this book. The book has been structured to cover all aspects of Management of Church Archives. It essentially deals with the historical perspective of the Church Archives in India followed by a review of literature on Information Management of Church Archives, Preservation techniques and IT application. Then, it describes the survey undertaken and discusses the results of analysis of the data collected from various Church Archives in India. In order to highlight the problems facing most of the churches in India and measures to overcome them, a Case Study of the Catholic Church Archives of the Archdiocese of Madras – Mylapore has been presented.

As one of the objectives of the study was to design and develop a database for records maintained in church. I have outlined the steps involved and a Software package DOCCAM along with user manual has been prepared which will serve as a tool for document description of archival material. Based on the findings of the

study, I have made six recommendations covering — National Church Archival Policy, Archival Mission Statement for individual Diocesan Archives, Provision of Infra-structural Facilities for Archival Management, Use of IT applications, Creation of Bibliographical Records and Networking of Church Archives.

Perhaps, it would be an useful starting point if this book stimulates the people concerned to take necessary steps for the creation and maintenance of Church Archives.

Finally, I would like to place on record my deep sense of gratitude to my guide and supervisor, Dr B Ramesh Babu for his invaluable guidance, for motivating me to pursue this research work, and offering advice, suggestions and encouragement in completing this study successfully. I am highly indebted to Dr S Seetharama, Professor and Head (Retd) of DRTC, Bangalore for providing me with valuable suggestions and for patiently going through the entire thesis / book which has gone a long way in the final presentation. I am highly thankful to him for an incisive Foreword to this book. I am also very thankful and grateful to many others who supported, helped and encouraged me either directly or indirectly in completing this study and its publication.

I thank the University Authorities for permitting me to use the University Logo in this publication. I am indebted to all the Faculty and other staff in the Department of Library and Information Science, University of Madras for their timely help that facilitated me to publish my research study. I am grateful to Mr. S.K. Asok Kumar, Asst. Libraian, Tamilnadu Dr. Ambedkar Law University, Chennai for the compilation of the Index to this publication. I am very much thankful to my Archbishop, Most Rev Dr Arul Das James and Auxiliary Bishop Rt Rev Dr Lawrence Pius for their support and encouragement. I deeply appreciate the silent prayers of my family members for the successful completion of this work.

My special thanks to Mr. Paul Antony, Vacha Fine Arts, Chennai for the timely execution of the printing work.

Above all, I thank and praise God Almighty for giving me the spirit and strength to undertake and complete the study.

Fr Dr A Vijay Kiran

TABLE OF CONTENTS

FOREWARD

PREFACE

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

1. ARCHIVES IN INDIA

1.1	Preamble	1
1.2	Information Management	3
1.3	Information Management and Archives	4
1.4	Present Research	5
1.5	Objectives	7
1.6	Hypotheses	7
1.7	Limitations	8
1.8	Archives : Definitional Analysis	8
1.9	*History of Archives*	9
1.10	Archives in India	10
1.11	Archives of Catholic Churches in India	13
1.12	The conceptual framework of the Archives	15
1.13	The work of Archivists	22
1.14	Conclusion	23

2. ARCHIVES — A STATE-OF-THE-ART REPORT

2.1	Introduction	27
2.2	Information Management	29
2.3	Management of Archives	31
2.4	Relevant web sites	37
2.5	Conclusion	39

3. SURVEY, ANALYSIS AND INTERPRETATION OF DATA

3.1	Introduction	45
3.2	Sampling Design	45
3.3	Sources for Data Collection	46
3.4	Tools for Data Collection	46
3.5	Data Analysis and Interpretation	47
	3.5.1 Descriptive Analysis	47
	3.5.2 Differential Analysis	68
3.6	Barriers in the Maintenance of Church Archives	83

4. CASE STUDY OF THE CATHOLIC CHURCH ARCHIVES OF MADRAS - MYLAPORE

4.1	Introduction	87
4.2	Genesis of the Archdiocese of Madras - Mylapore	87
4.3	Archives of the Archdiocese of Madras - Mylapore	94
4.4	General Observations	97
4.5	Measures to Overcome the Problems of the Archives	100
4.6	Conclusion	104

5. DESIGN AND DEVELOPMENT OF DATABASE FOR CHURCH ARCHIVAL MATERIALS

5.1	Introduction	107
5.2	Database of the Archival Materials	107
5.3	Structure of DOCCAM Package	108
5.4	Screen Formats	111
5.5	Features of DOCCAM Package	120
5.6	Feedback Survey	121
5.7	Conclusion	125

6. FINDINGS AND RECOMMENDATIONS

6.1	Findings of the Study	127
6.2	Byproducts of the Case Study	130
6.3	Recommendations	131
6.4	Areas for further research	138
6.5	Concluding Remarks	138
	BIBLIOGRAPHY	141
	APPENDIX - **A.** Glossary	163
	APPENDIX - **B.** List of Canon Laws regarding Archives	173
	APPENDIX - **C.** List of Records Microfilmed	183
	APPENDIX - **D.** List/Catalogue of 18th and 19th Century Documents	195
	APPENDIX - **E.** Database Structure Tables	235
	APPENDIX - **F.** DOCCAM User Manual	239

LIST OF TABLES

1.1	Differences between materials in Archives and Libraries	20
3.1	State wise distribution of Catholic Dioceses in India and Respondents	48
3.2	Year of establishment of Archives	50
3.3	Types of Archives	51
3.4	Availability of Manpower	54
3.5	Sources of Finance	55
3.6	Physical Facilities	55
3.7	Archival Storage Equipments	56
3.8	Quantum of Primary Sources held by the Archives	57
3.9	Quantum of Secondary Sources held by the Archives	59
3.10	Physical Condition of the Primary Sources	60
3.11	Physical Condition of the Secondary Sources	61
3.12	Availability of Catalogue, Indexes, Container or Item Listing	62
3.13	Access to the Archives	63
3.14	Access Restrictions to the Archives	64
3.15	Equipments Available in the Archives	66
3.16	Preservation Methods Employed	67
3.17	Correlation between Size, Maintenance of Archives and Condition of records	69
3.18	Year wise grouping of Archives based on the Size, Condition and Maintenance	70
3.19	ANOVA Table	71
3.20	Multiple Comparisons - Tukey's test	73
3.21	Cluster I : Most Common Primary Sources	77
3.22	Cluster II : Common Information Sources	78
3.23	Cluster Formation for Types of Records Available in the Archives	79

3.24	Cluster I : Well Maintained Records	80
3.25	Cluster II : Records that Needs Proper Maintenance	81
3.26	Cluster Formation for the Condition of the Records Available in the Achieves	82
3.27	Barriers in the Maintenance of Church Archives	84
4.1	List of Bishops of Mylapore	89
4.2	List of Vicar Apostolic and the Archbishops of Madras	92
4.3	List of Archbishops of Madras - Mylapore	93
4.4	List of Auxiliary Bishops of Madras - Mylapore	93
5.1	List of Tables for DOCCAM Package	108
5.2	Classification of the Respondents	121
5.3	Classification of the Respondents by Sex	122
5.4	Opinions on the Features of DOCCAM Package	123
5.5	Ranking of the Opinions on DOCCAM Package	124

LIST OF FIGURES

1.1	Archival Mission Cycle	17
3.1	Statewise Distribution of Catholic Dioceses in India vis-a-vis Respondents	49
3.2	Year of Establishment of Archives	50
3.3	Archival Storage Equipments	56
3.4	Quantum of Primary Sources in the Archives	58
3.5	Quantum of Secondary Sources in the Archives	59
3.6	Physical Condition of the Primary Sources in the Archives	61
3.7	Physical Condition of the Secondary Sources in the Archives	62
3.8	Access to Church Archives	64
3.9	Access Restrictions to the Archives	65
3.10	Dendrogram for Size of the Records	76
3.11	Dendrogram for the Condition of the Records	80
5.1	Splash Form	109
5.2	Application Login Form	109
5.3	Main Form	110
5.4	Login Administration Form	110
5.5	Input for Account Books	111
5.6	Output for Account Books	112
5.7	Input for Books, Almanacs, Monographs, Hand Books, Correspondence (BOALMOHACO)	112
5.8	Output for Books, Almanacs, Monographs, Hand Books, Correspondence (BOALMOHACO)	113
5.9	Input for Diaries	113
5.10	Output for Diaries	114
5.11	Input for Directories	114
5.12	Output for Directories	115
5.13	Input for Journals	115

5.14 Output for Journals 116
5.15 Input for Property Deeds 116
5.16 Output for Property Deeds 117
5.17 Input for Registers 117
5.18 Output for Registers 118
5.19 Input for Travelogues 118
5.20 Output for Travelogues 119
5.21 Archival Search Form 119
5.22 Archival View Form 120
5.23 Classification of the Respondents 122
5.24 Classification of the Respondents by Sex 122
5.25 Opinions on the Features of DOCCAM Package 124
6.1 Digitization Chain 137

CHAPTER 1
ARCHIVES IN INDIA

1.1 PREAMBLE

"People must know the past to understand the present and to face the future"[1]. The self-evident truth is that, what a compass is to a navigator, saving of the past memory is to a society. As the sailor is lost without a compass, an individual, a group, a society which has no memory, wanders aimlessly. Archives are deeds, recorded actions and transactions of the past, authentic and reliable proofs or evidence of things done or planned, of thoughts and emotions experienced and expressed, of debates raging in society[2]. They link facts and people who act and interact in creating the families, the social organisations, institutions, governments, the churches, the cities and the country. They bear witness to the past which need to be preserved for posterity. Hence, the documents preserved in the archives of the Church represents an immense and precious heritage.

The oldest type of materials making up the archival collection are found in the archives of the Bishops (Diocese) and Parish (individual church) records. The archives of the monasteries of various traditions are in many cases significant because of the age and importance of the documents collected. Besides these, the religious congregations of different nature, which are instituted, have abundant documentation, which is an enrichment to the archives collections. Apart from these, the archives of the cathedral; seminaries, ecclesiastical universities, study centers, hospitals and educational institutions also have archives which preserve their respective documents. It is truly impossible to describe church archives since, while observing the canonical regulations, they are autonomous in their management and diverse in their organisation because they reflect every institution which has

been founded in the course of the bi-millennial history of the Church.

Church archives while preserving the unique and spontaneous documentation produced by persons and events, cultivate the memory of the life of the Church and manifest the sense of Tradition. In fact, the information stored in archive collections enables the reconstruction of the history of the Church.

These archival collections have the history of the activities of the Bishops and other church personnel in their respective institutions and organisations. Parish (individual church) records register the celebration of Sacraments (Baptism, Marriage) and make note of the deceased. The papers regarding administration of church goods and the economic activity of institutions provide important source of information. The documents collected in an archive underline the religious, cultural, and charitable activity of the many institutions within the Church. Thus, Church archives deserve attention both for their historical as well as for their spiritual meaning.

Christian institutions have encompassed through their activity the characteristics and ways of diverse cultures and historical realities and, at the same time, they have become an important cultural agency. The historical memory constitutes an integral part of every community. The knowledge of all that which witnesses the succession of generations, their know-how and their actions creates a sense of continuity between the past and present. Therefore, if the documents are made known and communicated, archives can become useful instruments for an enlightening present actions because through memory of the facts, tradition becomes more concrete.

An institution which forgets its own past, will hardly be able to design its function among men in any social, cultural, or religious context. In this sense, archives, while preserving the witnesses to historical activities, have their own intrinsic

vitality and validity. They contribute efficiently towards the growth of a sense of belonging in every generation[3].

1.2 INFORMATION MANAGEMENT

Information Management is the application of management principles to the acquisition, organisation, control, dissemination and use of information relevant to the effective operation of organisation of all kinds. Information here refers to all types of information of value, whether having their origin inside and / or outside the organisation. Information Management deals with values, quality, ownership, use and security of information in the context of organisational performance. Information Management function incorporates a wide range of disparate activities, including records management (Archives), library management, computer management, printing and reprography, microforms and word processing centres[4]. Whatever it is, Information Management is one of the buzz terms of the present age of librarianship / information science / archives and record management. It is a term that has come to significance as the consequence of the greatly increased interest in Information Technology[5].

Components of Information Management:

i. Information resources including the identification, assessment and use of both internal and external resources.

ii. Technology, covering methods of inputting, storing, retrieving and distributing information on both local and remote basis.

iii. Management, involving strategic and business planning, human resource management, interpersonal communication, accounting, budgeting and marketing.

Dimensions of Information Management

i. Managing the information process.

ii. Managing the data (information) resources of the organisation.

It is inferred that Information Management covers the whole spectrum of information handling activities, technology and its role in information handling as well as various management activities practised in institutions[6].

1.3 INFORMATION MANAGEMENT AND ARCHIVES

In information theory, a document consists of a combination of texts representing a message and a medium. In archival theory there is an additional element, which has been labelled 'recordness'. This means that records and archives, besides being documents in the general sense, also have a special character that arises from their context[7].

An additional distinctive feature of archives, different from many other aspects of Information Management, is that what are referred to generally may be groups, subgroups, series, items or pieces: that is to say, aggregate archival entities have to be treated as units according to context[8].

Archives has more freedom to establish information directed goals. The specific programmes and objectives of archives services in the field of acquisition are information directed. Archives organise the representations into finding aids system. These finding aids perform a function similar to that of indexing, cataloguing and classification in library systems. Archival description can be regarded, like cataloguing, as a specialised case of indexing and that archival description can be sorted into an order or orders, dictated by classification. Many archival projects are aimed at discovering and listing materials arising from a defined set of sources, but not at acquiring them. Such surveys can build up a data bank of information about the materials they find, and can perhaps do something to encourage their deposit in appropriate repositories. [9]

1.4 PRESENT RESEARCH

Church archives are as old as the organisation of the earliest churches, and have produced records that required preservation and storage. In large cities that were seats of metropolitans, as well as in the major cities of the imperial dioceses, ecclesiastical archives were most probably modelled on the parallel archival practices of the Roman Empire. In the Middle ages, Episcopal Sees, Collegiate and Cathedral chapters, and Monasteries continued to be important archival centres, preserving not only records of their own land holdings, contracts, and so on, but also important documents that lay officials might want to deposit there.

At the beginning of the modern era, the Council of Trent promulgated brief regulations on the preservation of important documents. Subsequently Popes Sixtus V (who planned a Central Roman Archives and the Notarial Archives for the States of the Church), Clement VIII, and Paul V initiated important archives reforms. Consequently, Pope Benedict XIII issued his constitution on Italian ecclesiastical archives "Maxima Vigilantia", dated June 14, 1727 entitled: "A constitution on archives to be erected in Italy for the preservation of legal papers and documents pertaining to cathedral churches both collegiate and non-collegiate, to seminaries, monasteries of both men and women, guilds, confraternities, hospitals and to all other pious institutions legally instituted. To this is added, an instruction in Italian concerning the documents which are to be preserved therein". Maxima Vigilantia consists of 34 chapters in Latin plus 7 chapters of instructions in Italian. To a large extent it is upon this constitution that the archival regulations of modern Canon Law (CIC cc 486-491) are based. They state that each diocese must have an archive and describe how its inventory must be made. They treat of the recovery of lost archival holdings, of precautions against loss of archival documents through loans, and of the manner in which such

materials should be used. Beyond this, every Bishop is to have secret archives or at least a secret safe under double lock. A duplicate of the inventory of each ecclesiastical archive in the diocese is to be deposited in the episcopal archives[10].

The responsibility for documentary material is assigned primarily to individual church entities. This makes it necessary to establish suitable criteria *in loco* regarding the set-up and good management of historic archives, the protection and conservation of the secret archives, the correct organisation of archives for current affairs, and adequate computerisation of data, the employment of qualified personnel and the assistance of technical experts, the circulation of information among various archive collections, the participation in national and international Archive Associations, the promotion of the availability of this material for consultation and research[11].

Therefore, it is important to note that archives are created in the course of discharging duties of the church. The primary concern of the Church Archives is certainly to preserve such precious heritage with care in order that it may be handed down to future generations. The distinction of the material gathered demonstrates the capillary activity of the Church Community.

It appears that while archives are being stored in various dioceses/churches more for preservation of the records rather than for use of the same. In other words, the emphasis seems to be on preservation with little attention being given to the organisation of archives to facilitate retrieval and dissemination to those interested in information stored in the archives.

The arrangement of archives is an essential operation in the process of managing the information contained in them. Arrangement is an important step in the conservation of the

materials, governing their disposition, housing in the repository and eventually exploitation of the archival reference and research[12]. Information Management aims to improve the effectiveness of organisation by managing the information as a resource providing access to relevant information in a timely and cost-effective manner.

1.5 OBJECTIVES

The overall objective is to study Information Management of Church Archives in India.

The specific objectives include:

i. To prepare the State-of-the-Art report on Information Management of Church Archives

ii. To trace the history of Church Archives in India

iii. To survey and analyse the present state of Church Archives in India

iv. To undertake a detailed study of an ancient Archives in South India viz., Archives of Archdiocese of Madras–Mylapore

v. To design and develop a database for Church Archival Materials

vi. To suggest ways and means to improve the quality of Church Archives and its services

1.6 HYPOTHESES

The following are the hypotheses formulated for the study:

i. The post-independence era in India has seen the establishment of more number of Archdioceses / Dioceses.

ii. The present state of Church Archives with regard to the Information Management is far from satisfactory

iii. There exists difficulties in the maintenance of Church Archives in India due to lack of trained man power and financial resources

iv. The traditional methods of preservation and conservation are adopted in the management of Church Archives

v. There exists Bibliographic Records for archival materials in Church Archives

vi. There is an ample scope for the application of Information Technology (IT) for the design and development of databases for Church Archival Materials.

1.7 LIMITATIONS OF THE STUDY

Following are the limitations of the study

i. The study was confined to Catholic Archdioceses / Dioceses in India only

ii. The study excludes the archives of Catholic Religious Congregations and individual Churches (Parishes) in India

iii. The documents in the Archives of Archdiocese of Madras - Mylapore selected for the case study were mostly in foreign languages, namely French, Latin and Portuguese, and this limited the access to the detailed contents of the documents for the compilation of the list of 18th and 19th century archival materials

1.8 ARCHIVES : DEFINITIONAL ANALYSIS

Archives are often viewed as records that are old, decaying, and musty. Archives are written in indecipherable, ancient scripts on yellowing scraps of paper. They are perceived to be treasures waiting to be discovered or nuisances, jumbled in basements or piled high in attics. But one should remember that the Archives are the mirror of the society. Archives indicate an assembly of writings, papers, documents, photographs, sound recordings, etc. They are from a variety of unconnected sources but which together provide a body of

evidence about an activity or way of life, which is either defunct or dying out and which, for this reason, have been purposely brought together in order to preserve the information they contain for future generations. The history and nature of archives; the role of the archivists are discussed in-depth in this chapter.

The term Archives, är'kivz, derived from the Greek archeion (office building), applies to records of Government agencies (public archives), institutions (institutional archives,) business firms (business archives), and families and individuals (family and personal archives)[13].

Jinkinson writes, "A document which may be said to belong to the class of Archives is one which was drawn up or used in the course of an administrative or executive transaction (whether public or private) of which itself formed a part; and subsequently preserved in their own custody for their own information by the person or persons responsible for that transaction and their legitimate successors"[14].

Schellenburg, an archivist of international fame defines 'archives' as "those records of any public or private institution which are adjudged worthy of permanent preservation of reference, research purposes and which have been deposited or have been selected for deposit in an archival institution"[15].

Encyclopaedia Americana defines: "Archives are organised bodies of records, including papers, books, maps, sound recordings and other documentary materials, made or received in personance of the law or in connection with the transaction of business and preserved because of their enduring value"[16].

1.9 HISTORY OF THE ARCHIVES

The record keeping practices, developed by the Sumerians, Hititis and Egyptians were inherited and improved by the Greeks and particularly Romans. With the collapse of Roman authority, the Catholic Church kept these practices alive. The

technique of keeping archives was adopted and perfected in the National States Archives that developed in Western Europe. The advantage of concentrating the archives of individual officers in a centralised repository were first recognised by the Spanish in 1543 (examples: General Archives of Simancas, Spain and Archives of the Dynasty, State, and Court in Vienna, Austria, 1749). During the course of French Revolution, France created a National System of Public Archival Administration directed by the Central Service Agency. France established its National Archives (Archives Nationales) in Paris in 1789. Following the example of France, many European countries began to establish Archives. Accordingly, Netherlands in 1802, Great Britain in 1838, Italy in 1875 and Soviet Union (Russia) in 1918. Though the United States of America (USA) established its National Archives in 1934, it emerged as an important centre for importing and implementing new archival system by applying Science and Technology in Archives. The archives in African countries owe much to colonial rulers of the European countries like England and France[17].

The Asian Countries were not silent of the art of writing and archival institution. Many countries in Asia established their archives. For example: China in 1534, India in 1891, Sri Lanka in 1902, Pakistan in 1948, Iraq in 1963, Singapore in 1967, Iran in 1970 and Japan in 1971[18].

1.10 ARCHIVES IN INDIA

In India, the Portuguese claim the credit of establishing the first Archives. Tombo do Estado da India was started after the name of the principal Archives Office at Lisbon in Portugal namely Torre do Tombo de Lisba. King D. Filippe II appointed Diogo do Couto as the first Record Keeper in India. He was succeeded by many Record Keepers like Domingos de Castilho, Gasper Aires, Joao Vasco Casco, Gasper Souza de Lacerda, Alvaro Pinto Coutinho, Domingos

de Barros, Bartolomeu Galvao, Antonio Bacarro, Francisco Moniz de Carvalso, Antonio de Matos Soeiro Jao de Moniz Antonio Alvares and Inacio Sebastiao de Silva till 1840. Joaquim Heliodoro da Cunha Rivara who came to Goa as the Secretary of Governor General in 1855 thought of printing the documents on a large scale in the form of Arquivo Portuguez Oriental series. In 1930, the Governor General Joao Carlos Craveiro Lopes gave a fresh lease of life to the deteriorating precious record holdings. The name of the archives was changed to Arquivo Geral e Historico da India Portuguesa with the initial collection of about 1500 volumes only of the Secretariat of the Government in 1937, it was renamed as Cartorio do Governor Geral do Estado da India. It was developed into a separate Directorate of Historical Archives in 1953 and was named as Arquivo Historico do Estado da India which continued till liberation of Goa after which it was known as Historical Archives of Goa[19].

Later the British established the Imperial Record Department at Calcutta in 1891. It was started as a result of the efforts of the Government of India to find an adequate and permanent solution to the problem of storage and preservation of their ever-increasing bulk of records. In 1889, the Government placed G.W. Forrest, on special duty to examine the records of the Foreign Department. He alerted Government of the necessity of establishing a record office and recommended that all the records relating to the administration of the East India Company should be placed in one Central Records Office. Then the question of establishing a Central Records Office was discussed with the Governor General in the Council which also recognized the need for a record office. Accordingly on 11th March 1891, the Government of India employed G.W. Forrest as officer-in-charge of the records of the Government of India for examining old records in each of the department. Eminent British personalities were in-charge of the Record Department. They are: George William

Forrest 1891 - 1899, Samuel Charles Hill 1899 - 1902, Charles Robert Wilson 1902 - 1904, Norman Leslie Hallward 1904 - 1905, Edward Denison Ross 1906 - 1914, Alwyn Fober Schotfield 1914 – 1919 and Richard Henry Balkar 1919 - 1920[20].

The formation of the First Royal Commission of Public Records in 1910 by the British Government in England, was a milestone in history of Record Management in England as well as in India. The British issued a number of instructions to the Indian Archives pertaining to methods of preservation and publication of records. The transfer of the capital from Calcutta to Delhi in 1911 was an important event in the annals of the National Archives. As the collective memory and administrative tool of the Government, the records had to follow the transfer. Accordingly the Government constructed the present building in 1926 and transferred the records. This also paved the way for the formation of the Indian Historical Records Commission in 1919[21].

For the first time in 1920, an Indian was appointed as the Keeper of the Records. The following are the Indian Keepers of the records appointed by the British Rulers. They are: Jamini Mohan Mitra, 1920 - 1922; Abul Fiaz Muhammed Abdul Ali 1922 - 1938, Dr.Surendranath Sen then onwards[22].

For weeding out the records, the Government of India constituted a sub committee consisting of eminent members of the Indian Historical Records Commission, K.E.A. Cotton, Jodunath Sarkar and Rushbrook Williams. They categorised the records into three classes (a) those of permanent value (b) those of secondary interest and (c) those of no historical or administrative value. They decided to destroy the third category and preserve the papers of the first two categories (a & b) and press listed[23].

The Indian Historical Records Commission was urging both National and State Archives to encourage research by

permitting bona fide research scholars to refer archival records and which was conceded to in 1939[24].

With the declaration of Independence for India on 15thAugust 1947, resulted in the renaming of Imperial Record Department as the National Archives of India. Since 1947, changed policy and plan of the National Archives were effected in all the administrative matters of the archives, the functions of the archives like collection, preservation, training and publication of the records received new sponsorship at the hands of the Indian Government. In 1953, the Committee of Archivists of India was constituted. The archival legislation has been enacted in India entitled "Public Record Act, 1993". This legislation offers the National and State archives an active role in record management, records appraisal, record transfer and preservation[25].

1.11 ARCHIVES OF CATHOLIC CHURCHES IN INDIA

According to tradition, Christianity was introduced in India by St.Thomas, one of the 12 Apostles of Jesus Christ. He was martyred on St. Thomas Mount in 72 AD and his remains were buried at Mylapore in the sepulchre which lies in San Thome Cathedral Basilica, Chennai[26].

When the Portuguese arrived by sea route in 1498, they found the Church flourishing. They occupied Goa in 1510 and regarded commerce and conversion to Christianity as intimately related to one another. The great majority of population in their possession entered Roman Catholic Church. The Diocese of Goa was established in 1533. Its territory extended from cape of Good Hope, Africa to India and onward till China. Being so vast, the necessity arose of creating other Dioceses among which were Cochin in 1557 and Mylapore in 1606[27].

Church Archives in India is as old as the creations of the

dioceses. Earlier, the Portuguese started the Archive in India in 1595. In 1775, Archbishop of Goa, Dom Francisco de Assuncao e Brito despatched from Goa to Lisbon, Portugal, the religious papers belonging to various ecclesiastical units in Goa[28].

Later the British started the Ecclesiastical Department in the Madras Presidency in 1818 to look after the affairs of the Christian Missionaries and their records reveal the socio-economic and political condition of South India for nearly three hundred years. All materials related to the life of the Christian Churches were classified as "Ecclesiastical". In India ecclesiastical materials were not considered purely historical materials, and were exclusively used by the church scholars. In the past few decades, however secular scholars have also realised the value of historical information found in ecclesiastical materials. Therefore, the effort to preserve ecclesiastical material is gaining momentum in India[29].

Besides the archival holdings of the ecclesiastical records in National and State archives, a number of Churches and Christian organisations have also maintained their own archives. In India a large number of such archives existed in the places where Christianity had a better footing. The documents preserved in the archives of the Catholic Church represent an immense and precious heritage. This is shown by the large number of archives which have been instituted by the presence and activity of Bishops in the Episcopal cities. As per the Catholic Directory of India 1998[30], there are one hundred and thirty nine dioceses, six thousand two hundred and seventy seven individual Churches (Parishes) and two hundred and ninety five religious congregations in India, each having its own archives. The Dioceses started after 1998 are not been considered for study since they are of recent orgin and may not have any old archival materials. For the present study, one hundred and thirty nine Diocesan

Archives were considered and one Diocesan Archives in Madras - Mylapore was taken up for case study.

1.12 THE CONCEPTUAL FRAMEWORK OF ARCHIVES

An archive is a collection of documents which reflect and give evidence of the activity of the body that created them. Such documents are not created randomly and form an interrelated collection. It is the duty of an archivist to preserve not only the documents themselves, but the integrity of the whole. This is known as the Principle of Provenance, by which the archivist respects the creating body as a unique source and preserves its activity as reflected in the archives. From this first principle derives the Principle of Original Order, whereby the archivist does not disturb the order in which the documents were created[31].

The word "Archives" has three possible meanings:

i Materials : The noncurrent records of an organisation or institution preserved because of their enduring value.

ii Place : The building or part of a building where archival materials are located.

iii Agency : The programme officer or agency responsible for identifying, preserving, and making available records of enduring value[32].

Archives have a twofold nature and use. Firstly, they perpetuate the memory of the rights and activities of their creator and assist him in maintaining his rights and in planning his actions. Secondly, they furnish information on the political, economic and cultural developments of the past, which cannot be fully understood by the scholars unless they have access to the rich store of human experience embodied in the archive.

1.12.1 Archival Mission

The archivist should draw up a formal mission statement. This statement set out the triple responsibility of the archives, namely

i to identify records and papers of enduring value

ii to preserve them

iii to make them available to patrons

A cyclical model of the archival mission permits one to locate the various archival functions and to relate them to one and the other as a part of *identifying* records and papers of enduring value, archives conducts surveys and appraise records. A survey is a systematic procedure used to locate items of possible archival value. Appraisal is the process of determining the value, and thus the dispositions (retention or destruction), of records[33]. Each record series should be appraised applying five established appraisal consideration or criteria:

i Administrative value : Records that document the establishment of policy and operations have administrative value. Policy records are generally retained permanently. Operations records are usually considered short-term.

ii Legal Value : Records having legal value generally document legal or property rights of individuals or of the entity that created or maintained the records.

iii Fiscal Value : Records having fiscal value relate to financial transactions and normally have a short term retention. Records documenting fiscal policy may have permanent value.

iv Historical Value : Records having historical (or research) value are retained permanently because they provide documentation on the origins, organisation,

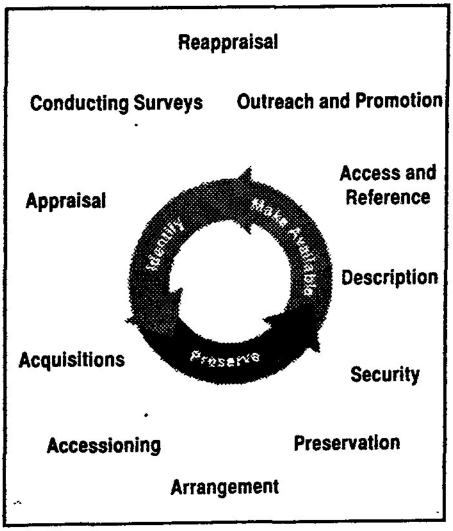
development, functions, policy, activities, and events, of the originating entity, and / or provide information on associated persons, subjects, and events.

v. Sacramental Value (In the case of Church records) : Records documenting the administration of sacraments to the Faithful have sacramental value. Sacramental records are always retained permanently[34].

The bridge between *identifying* records of enduring value and preserving them is represented by two archival functions: *acquisition* and accessioning. Acquisition covers such areas as donor relations and contacts, and policies for collecting records and papers. Accessioning involves the actual transfer of records or papers to an archives or manuscript repository, along with transfer of legal rights to the physical and intellectual properties.

FIG. 1.1

ARCHIVAL MISSION CYCLE



Source: Hunter, Gregory S. (1997). Developing and Maintaining Practical Archives

The mission of *preserving* historically valuable items encompass three archival functions : arrangement, preservation and security. Arrangement is the organisation of archives or manuscripts in accordance with accepted professional principles. Preservation is both the protection of records from physical deterioration and damage, and the restoration of previously damaged items. Security is the safeguarding of records from natural and human disasters.

Description is the bridge between preserving records and making them available; it is the opportunity for the archivist to record what is known about the collection and its arrangement, in a way that will facilitate access by researchers. Description requires both clear and concise writing skills and a feel for the research questions archives patrons ask.

The Third part of the archival mission, *making records available,* focuses on two archival functions : access and reference, and outreach and promotion. Access and reference involves more than just presenting a box of records to a researcher. Rather, archivists employ a number of policies and procedures to ensure that use of the records involves neither physical damage to the items nor violations of copyright and right to privacy. Outreach and promotion are attempts to make people aware of archival records and the valuable information they contain. Thus, the archival mission completes full circle or cycle (Fig.1.1). It is a continuous process of determining which records have archival value, preserving them in a professional way, and making them available to a variety of researchers[35].

1.12.2 Differences between Archives and Libraries

Archives and Libraries have been closely related. In fact, many archives collections are located within library structures,

especially on College and University Campuses. This does not mean, however, that archives and libraries are the same or that the theories and practices of one are transferable to the other[36].

The nature, scope and functions of archives differ from libraries. Table 1.1 provides in brief the distinction between archives and libraries.

There is also a difference in creators or originators of the items collected by libraries and archives. The books, journals, videotapes, and other items acquired by a library are created by many different individuals and organisations, ranging from a lone novelist to agencies of the Federal Government. Archives, on the other hand, usually collect only the records generated by the parent organisation or institution; there is one creator as opposed to thousands.

The method of creation similarly varies. Library materials are created as the result of separate independent actions by a wide variety of authors or compilers. Archival materials, however, are never explicitly created. Archives grow organically as a part of the creations of records in the normal course of an institution's business. Only at a later date, the records are judged to be of archival interest and properly preserved for future generations.

There is a difference as well in the receipt of items. Libraries usually select items one at a time, though they may buy a number of books at once from a single source. Library acquisition decisions usually are revocable. An archivist appraises materials in aggregate and adds them to the collection – accessions them – in a group. Archival decisions are irrevocable – destruction is forever. The appraisal of materials is thus one of the most important duties an archivist performs.

TABLE 1.1
DIFFERENCE BETWEEN MATERIALS IN ARCHIVES AND LIBRARIES

Description/ Feature	**Libraries**	**Archives**
Nature	Published Discrete items Independent significance Available elsewhere	Unpublished Groups of related items Significance from relationship to other items Unique
Creator	Many different individuals or organisations	Parent organisation or institution
Method of creation	Separate, independent actions	Organic – normal course of business
Method of receipt	Selected as single items Decisions revocable	Appraised in aggregate Decisions irrevocable (destruction is forever)
Arrangement	Predetermined subject classification	Provenance and original order (relation to structure and function)
Level of description	Individual items	Aggregate (record group or series)
Descriptive media	Built into the published item (title page, table of contents, index) Card catalogue, Online Public Access Catalogue (OPAC)	Must be prepared by the archivist Guides and inventories, online systems
Access	Open stacks Items circulate	Closed stacks Items do not circulate

Source: Hunter, Gregory S. (1997). Developing and Maintaining Practical Archives

Library materials are arranged according to a predetermined subject classification systems. The bases for archival arrangement are two closely related principles, provenance and original order. Description is different in libraries and archives. First of all, the published nature of library books and periodicals means that they come with built-in descriptive media : title pages, tables of contents, indexes, and other bibliographic access points. In contrast, archives must build their own descriptive media for the unpublished materials under their control.

Since library materials are processed one at a time, it is logical that they are also described individually. Most often this is done with a catalogue, whether it be a manual or computerised system. In keeping with their nature, archival materials are not described individually, but rather in the aggregate. Archival description explains the particular group of records, their relationship to other records, and their significance for research. Though many archives use a catalogue as a secondary index, the principal descriptive devices are inventories of specific collections and guides to the general holdings of a repository.

Access is also different for library and archival materials. Library materials are stored on open shelves. Researchers locate the items they require and often are permitted to borrow them from the library. Because of their uniqueness, archival stack areas are closed to researchers. Staff members retrieve requested items and carefully observe researchers while they use the items. Archival materials do not circulate, but some repositories will provide copies (either paper, microfilm, or digital) for the private use of researchers.

Despite these many differences, it would be wrong to assume that libraries and archives have nothing in common. They share the mission of making knowledge available to a wide variety of patrons. They share a concern about the

preservation of existing materials. They share a belief that what has gone before can benefit generations still to come[37].

1.12.3 Differences between an Archives and Records Centres

An archives is the repository of the permanently valuable records of an organisation. Such records are traditionally transferred to an archives, both physically and legally, when the organisation that created them no longer needs them in the course of business. Archival records then become available to researchers who use them not only to document the history of the organisation that created them but also to research the society of which that organisation is a part.

A records centre is a storage area for records no longer needed for everyday use. Records in a records centre may be either temporary records (those waiting for their destruction date) or permanent records (those waiting to be transferred to an archives.) Records in a records centre are traditionally still in the legal custody of the organisation that created or received them; as a result the creating organisation, rather than the records centre staff, controls access to these records[38].

1.13 The Work of Archivists

The primary task of the archivist is to establish and maintain control, both physical and intellectual, over records of enduring value. Archivists select records, and this involves the understanding of the historical context in which the records were created, the uses for which they were intended, and their relationships to other sources. The archivist then arranges and describes the records, in accordance with accepted standards and practices; ensures the long-term preservation of collections; assists researchers; and plans and directs exhibitions, publications, and other outreach programmes to broaden the use of collections and to enlist support for archival programmes. All archivists, especially

those with administrative responsibilities, need to understand and apply the principles of sound management to their work.

The work of the archivist is related to, but distinct from, that of certain other professionals. The librarian and the archivist, for example, both collect, preserve, and make accessible materials for research; but significant differences exist in the way these materials are arranged, described, and used. The records manager and the archivist are also closely allied; however, the records manager controls vast quantities of institutional records, most of which will eventually be destroyed, while the archivist is concerned with relatively small quantities of records deemed important enough to be retained for an extended period. The museum curator and the archivist are associated; however, the museum curator collects, studies, and interprets mostly three-dimensional objects, while the archivist works with paper, film, and electronic records. Finally, the archivist and the historian have had a longstanding relationship; the archivist identifies, preserves, and makes the records accessible for use, while the historian uses archival records for research[39].

1.14 CONCLUSION

From the foregoing account of Archives in India and conceptual frame work of Archives, it may be concluded that:

i. Archives are the agencies responsible for performing the functions of selecting the materials of enduring value, processing, preserving, and making them available to information seekers.

ii. Archival collection consists of manuscripts like Palm Leaves, Parchment, Paper, Cartographic materials and Rare books.

iii. While both Archives and Libraries perform same work of dissemination of information to the users, they differ

in nature, scope and functions. There are differences in creators or originators of the items collected; methods of creation, receipt of items, classification, description and access.

iv. Relationship of Archivists with other information professionals like record managers and librarians is that they collect, preserve and make materials accessible for research, but vital differences exist in the way these materials are arranged, described and used.

REFERENCES

1. McClung, Nellie (1996). *National Archives of Canada – Annual Review 1995-1996,* p. 4.
2. ibid. p. 4.
3. The Pontifical Commission for the Cultural Heritage of the Church (1997). (Circular Letter). The Pastoral function of Church Archives, Vatican city, p. 14.
4. Wilson, T.D. (1997) 'Information management' In: J. Feather and P. Sturges (ed.), International encyclopedia of information and library science, Routledge, London. pp. 187-198.
5. Seetharama. S. (1999). Information Management: Tools and Techniques, DRTC Workshop of Information Management. Bangalore: DRTC. Paper BA, p. 4.
6. ibid. pp. 4-7.
7. Cook, Michael (1999). The management of information from archives, Gower, England. p. 183.
8. ibid. p. 183.
9. ibid. pp. 80-83 and 184.
10. New Catholic Encyclopaedia (1967). *Archives*, McGraw Hill, New York, Vol. 1. pp. 769-770.
11. The Pontifical Commission for the Cultural Heritage of the Church (1997). op. cit. p. 16.

12. Cook, Michael. op.cit. pp. 101-102.

13. The Encyclopaedia Americana (1959). New York: Americana Corporation. Vol.2. p. 186.

14. Jenkinson, Hilary. (1922). A Manual of Archive Administration, Humphries: Percy Lund. p. 11.

15. Schellenberg, T.R. (1956). Modern Archives Principles and Techniques, Chicago: The University of Chicago Press. p. 16.

16. The Encyclopaedia Americana (1959). op. cit., p. 186.

17. International Encyclopaedia of Communications (1989). New York: Oxford University Press. Vol. 1. pp. 105-106.

18. Sundara Raj, M. (1999). (ed.)., A Manual of Archival Systems and the World of Archives, Chennai: Siva Publications. pp. 1-2.

19. Goa, Directorate of Archives (1995). Historical Archives of Goa, Panaji: Directorate of Archives, Archaeology and Museum. pp. 1-6.

20. Sundara Raj, M. (1999). op. cit., pp. 169-171.

21. ibid. pp. 171-173.

22. ibid. pp. 172-173.

23. ibid. p. 172.

24. ibid. p. 173.

25. ibid. pp. 173-175.

26. Vijay Kiran, A. (Comp.) (1996). Directory 1996 – Archdiocese of Madras – Mylapore, Chennai: Archbishop's House. p. 9.

27. Arulappa, R. (1986). An outline of the History of the Archdiocese of Madras and Mylapore, Madras: Santhome. pp. 1-3.

28. Pissurlencar, P.S.S. (1955). Roteiro dos Arquivos da India Portuguesa (A guide to the Archives of Goa), Rangel: Bastora. pp. 6-7.
29. United Theological College (1982). Ecclesiastical Archives – 1982 Catalogue, Bangalore: UTC. p. 3.
18. The Catholic Directory of India (1998). New Delhi: CBCI Centre.
19. Fleming, Joseph. (2000). Archive Principles and Practice, London: Cathoic Archives Society. p. 3.
20. Hunter, Gregory S. (1997). Developing and Maintaining Practical Archives, New York: Neal-Schuman Publishers. p. 2.
21. ibid., pp. 3-4.
22. ibid., pp. 49-51.
23. ibid., pp. 4-6.
24. ibid., p. 6.
25. ibid., pp. 6-10.
26. http://www.nara.gov/arch/faqs/q
27. info@archivists.org

CHAPTER 2

ARCHIVES – A STATE-OF-THE-ART REPORT

2.1 INTRODUCTION

Archives in the Church have important cultural and pastoral significance which is stressed upon by the Pontifical Commission for the Cultural Heritage of the Church in its circular letter titled "The Pastoral function of the Church Archives"[1] and the commentary by the Canon Law Society of Great Britian and Ireland, titled "Archives in Canon Law". The Code of Canon Law [2] gives suitable norms on the need for establishment of Archives, diligent conservation and careful management of its sources. The related Canons are : 173 § 4; 428 §2; 482 § 1; 486-491; 535 §4; 895; 1053; 1082; 1121 § 3; 1133; 1208; 1283 n.3; 1284 § 2 n.9; 1306 § 3; 1719. (APPENDIX B).

According to Hey and Miedaner[3], there is a very close relation between Church Administration and Archives and as they are service enterprises they cannot be under rated due to the lack of finances. Klaassen[4], on the other hand, emphasises the need for a separate Archives distinct from libraries even though there might be a justifiable administrative linkage.

For those who are contemplating to start a historical record programme in their institution (Church), Yakel[5] in the book 'Starting an Archives', and Cox[6] 'Managing Institutional Archives – Fundamental Principles and Practices' give the necessary steps to be taken. Some of the basic Archival functions discussed pertain to: Archival Administration, Collection Development, Appraisal, Records Management, Arrangement, Description, Reference, Out reach, Preservation and Facilities Planning. The authors also give the rationale for establishment of an archival programme and discuss the managerial, financial and administrative implications

involved. At the same time, they approach the subject of starting an archival programme in a practical manner giving a clear description of archival activities. A similar line of thinking can be seen in the comments of Strachan[7] and Turnbaugh[8] "......In order to have a successful implementation of the archives, one should take into careful consideration: Planning, Preservation, Analysis and to make effort to include all areas in which archives reflect Governmental and as well as cultural heritage". Thus, in establishing an archives care should be taken to see that archives and records management programmes should follow an uniform set of principles and practices in all the organisations, while emphasising the need to convince the authorities of the value of designing a institutional (Church) archives, Nokes[9].

While the Catholic dioceses in USA started to maintain the archival programme only in 1974, Geary[10], the Catholic church in Australia established its own archives in recent times though it has been incumbent upon the Catholic dioceses since 1917, according to Bourke and Raphael[11].

Wurster[12] deals with the code of Canon Law which gives direction regarding the establishment of a diocesan archive in the diocesan headquarters and as well as in the individual churches (parish) level which has been the custom from middle ages. He also further discusses the Canon Law on the secure storage, access and the custody of the keys of the archives.

Macquiban[13] in his article 'Historical texts or religious relics: towards a theology of religious archives', explores the notion of a theology of religious archives. Such a theology must take account of basic archival principles and satisfy the three archival concerns of acquisition and appraisal, conservation, and exploitation. These concerns can be seen in the trinitarian terms of creation, incarnation and inspiration or revelation.

Records can thus be seen in terms of a *doctrine of creation*. Due to the *doctrine of incarnation*, of the presence of God in humanity, there is a continuing role for the recording of God's acts in history and for interpreting history. The archivist should keep records not to create theology or to force a divine interpretation on history but to open a channel of communication through which God's revelation may be made. Similarly, while Blouin[14] sees a religious purpose in the establishment of the Vatican Archives, Ferreira[15], reporting on the theme Churches' Archives, believes that the preservation of church archives is imperative and any wrong perceptions about archives administration and the absence of archival structure must therefore be eliminated. However, effective administration, cooperation in archival institution and the need for establishing networks in terms of funding and structure going beyond its own specialist boundaries is stressed by Camaron[16] and Burke[17].

2.2 INFORMATION MANAGEMENT

Wilson,[18] states that Information Management aims to improve the effectiveness of organisation by managing the information as a resource providing access to relevant information in a timely and cost-effective manner. Archives have been created and used in the course of some actual business, and form part of that business. They can never lose their contextual dimension, or if they do, then a significant part of their value is lost. An additional distinctive feature of archives, different from many other aspects of information management, is that, aggregate archival entities have to be treated as units according to Cook[19].

Anderson,[20] argues that in the world of information management, the organisation of information is the organisation of documented messages in which information is contained. Cook[21], also stresses that the organisation of archival information refers to the way in which archivally

documented messages are managed. Archives are a subset of records, and the two categories share a quality of 'recordness'.

However, the Archives seek to build up banks of information which will cover their chosen fields of operation and, ideally, that field will have some sort of link with a national or regional plans. Archives organise the representations into finding aids system. These finding aids perform a function similar to that of indexing, cataloguing and classification in library systems, use some of the same procedures and technologies, and can be considered in the same general context. Archival description can be regarded, like cataloguing, as a specialised case of indexing, and that archival description can be sorted into an order or orders, dictated by classification.

He points out that the aim of any archives service, within its own agreed field of operation, should be to build up holdings which contain a balanced documentation of the chosen subject area. To achieve a final adequacy these holdings may have to be supplemented by information derived from holdings of other services, including library and documentation services: this may be achieved by the transfer of materials, but more commonly by producing joint aids and coordinating access facilities. Many archival projects are aimed at discovering and listing materials arising from a defined set of sources, but not at acquiring them. Such surveys can build up a data bank of information about the materials they find, and can perhaps do something to encourage their deposit in appropriate repositories. The main purpose of these projects remain distinct from question of custody and access.

At the same time, explains that the Archives by the survey programme serve as the basis for a file of creator agencies or persons that fall within the terms of reference. This file can be used to store information concerning the provenance and context of any archival materials that come to hand as

a result of the acquisition programme. The arrangement of archives is an essential operation in the process of managing the information contained in them. Arrangement is an important step in the conservation of the materials, governing their disposition, housing in the repository and eventually exploitation of the archival reference and research. The arrangement of an assembly of archives perpetuates and demonstrates relationships between its components, explaining and authenticating the significance of the information in them. The activities which support this have traditionally been known as the moral defense of archives, and are central to the professional ethics of archivists. Moral defense is concerned with managing information, even though it may depend on an examination and ordering of physical materials to do so.

2.3 MANAGEMENT OF ARCHIVES

The archives should follow principles and techniques of professional practice in the establishment of archives says Cook[22], in 'Information Management and Archival Data'. In another of his book titled 'The Management of Information from Archives'[23], he traces the history, definition and functions of archives and archival services, international service models and discusses staffing and financial resource issues. He explains how to set up and run a records management programme, manage the interface with archival management, conduct a records survey, set up retention schedules and organise appraisal, acquisition and disposal in a way which ensures that the service meets organisational and individual needs. He also covers the arrangement, coding and description of archival material, and the administration of its physical storage, demonstrate how efficient management facilitates the accessibility of archival information.

Fleming's[24] 'Archive Principles and Practice', on the other hand gives guidelines to those who are put in-charge of the

archives of their religious Order, Congregations, House or Diocese but who have no formal training in archive keeping.

While the 'Administration of Cathedral Archives' by Dorrington[25] explains the wide range of approaches to the archival administration, Society of American Archivists[26] in its 'Archives Forms Manual' gives a large selection of forms used for different types of archives which could be useful for records management and other functions of the archives. Levine[27] explains the appraisal policy which is based on asking specific questions about the legal, evidential and historical value of records. 'A Manual of Archival Description' by Cook and Procter[28] aims to provide standards which will control the production of finding aids and finding aid systems in archival repositories and archives services. It is expected that Manual of Archival Description (MAD2), and the General International Standard Archival Description (ISAD(G)) produced in 1992 by the International Council on Archives (ICA) would help the archivists to create catalogue, efficiently and effectively.

2.3.1 Preservation of Archival Materials

Preservation is a central management function for archives, whose purpose it is to acquire and make available cultural resources of long-term value. Conway[29] traces the emergence of a consensus on what constitutes archival preservation and offers a three part definition of the concept, and discusses the major opinions on the nature of education for archival preservation. He further states that preservation of historical materials, in a variety of forms and formats, is both a cultural necessity and a central responsibility for professional archivists. Archivists need to define for themselves just what archival preservation entails and assess the capacity of the thousands of archives, large and small, scattered and isolated from each other, to develop and administer sophisticated preservation programmes. Kaplan and Banks[30] explains

preservation as the core archival mission. The application of its tenets has, however, frequently been carried out in the most passive ways. As a result, tremendous remedial problems face today's archivists. Correcting the problems of neglect will require new strategies, techniques, and renewed relationships with preservation personnel. Fostering lines of communication with preservation educators will lead archivists to a better understanding of what will be required to address their needs. The authors advocate assessing archival needs while carefully considering implications for the future in an information environment.

National Archives of India has brought out a few publications on Record Management, Preservation and Conservation viz., "Repair and Preservation of Records"[31]; "Guide to Restoration of Documents"[32]; Guidelines for control and preservation of Termite infestation in Archives and Libraries"[33] and "Elements of Records Management and Conservation"[34]. All these give sufficient guidelines to preserve and conserve the records for posterity.

The conservation of paper related materials in the archives, in the form of manuscripts, books and documents are very delicate and prone to different forms of deterioration.

The biological, chemical and physical deterioration are discussed below:

Biological and Chemical Deterioration: In tropical countries, biological agents cause great damage to paper materials. The most important biological organisms are fungi, bacteria, algae, yeast and protozoa. Insects such as cockroaches, silverfish, book-worms and termites damage the paper materials and other agents are rodents like rats. Foot[36] argues that while taking into account, the standard for storage and maintenance of the archival materials one must consider the climatic conditions, social and financial circumstances, nature of

existing buildings, purpose of collection, security, fire risk, chemical and physical deterioration. Emphasizing on the discoveries pertaining to paper deterioration due to acidic reactions occurring in cheap paper, Vine and Hollinger[37] provides a new model of correcting the above defects through conservation housing, micro chamber and introducing activated carbons and / or alkaline buffers specially modified with miniature interconnecting, multidimensional passage ways leading to tiny molecular cages where damaging molecules are captured and neutralised.

Another approach by Neevel[38] explains the degradation of paper by irongall inks can be attributed to both acid hydrolysis and iron (II) - catalysed oxidation of cellulose. The latter process is blocked by phytic acid, a natural antioxidant. Investigates the action of phytic acid by simulating ink corrosion with accelerated aging tests at 90 degrees centigrade and cycling the relative humidity each 3 hours between 35 and 80 percent. Assesses mechanical strength with a bursting tester. Deacidification with an aqueous solution of magnesium bicarbonate increased the half life of the bursting strength from 6 to 15 days. In combination with a treatment by an aqueous solution of sodium phytate, the half life increased to 23 days. Increased stability results from the antioxidant function of phytate.

Agrawal and Barkeshli[35] describe in their document, the nature of paper, its properties, how and why does it deteriorate and what action can be taken to prevent its deterioration.

Various techniques of conservation/restoration like deacidification, cleaning, stain removal, resizing, bleaching, lining, minor repairs, and so on are given in detail.

Repair and Restoration: Thus, the principle of archival repair emphasises that archival conservator should make minimum intervention to the integrity of an archival document

and to preserve wholly the evidence it contains, should possess moral qualities and ethical principles along with knowledge and skill, according to Baynes[39]. But, to repair local damages heat set tissues can be used, Fairbrass[40]. Sterlini[41], on the other hand describes the mechanics of dirt removal and also how the residue affects by subsequent humidification and immersion.

Fumigation: Fumigation is another important factor to be considered in the preservation of archival material. However, Bateman and Smith[42] presents as to how the special gas proof, strong plastic chamber fitted with gas tight zip and a new method of dispensing fumigants replaces the traditional fumigation methods. Using Gamma radiation for the disinfection of authentic papers contaminated by fungi and bacteria is more efficient way of treatment says Tomazello and Wiendl[43].

Reprography and Micrography: The other forms of preservation of archival materials is photocopying and microfilming. Norris[44] examines the different direct copying processes and emphasises their quality. Gertz[45] speaks of microfilming of archival materials that need preservation. This requires planning the filming, staff, space, time, and equipments needed for the same and its services.

2.3.2 Application of Computers in Archives

Analysing the complexities of records systems by typewritten list, hand written notes, etc., Reed[46] sees computer as an essential tool of archival operation. The application of automation to records retrieval gained importance from early 1970's.

Kesner and Hurst[47] explains the use of microcomputers in archival work. Increasingly, the computer is used as an administrative tool and as an assistant in the management of information. Steps have been taken in establishing automatic

data processing of archives, and there are developments in the area of automated archival management systems, although this field presents even greater challenges and deficiencies. O'Toole[48] outlines how computers may be used in archival institutions for various tasks, e.g., cataloguing, indexing, and the production of union lists of materials.

Olivier[49] considers the need to computerise archives, types of software, printing and hardware network. The softwares, such as VIDEO, STAIRS and ATMS, are used for various purposes. Frusciano[50] refers to the development of SPINDEX II, a program which provides content analysis to archival records and manuscripts. Other systems developed are SELGEM, PARADIGM and ARCHON. Machovec[51] discusses the factors in choosing an appropriate automated system such as standardised formats (MARC); bibliographic control and indexing and in-house software; and optical disc technology. Bohanan[52] explains the MARC Archives and Manuscript Control (AMC) format which has revolutionised the archival world.

Garcia[53] and International Council on Archives, through its Commission on Preservation and Access[54] explains that digitisation as a means of Preservation and the digitization of images is still a new technique but already it is clearly the technology of the future. It is a representation of the physical image of the document created by means of a scanner preserved in binary form on a electronic medium, and then 'interpreted' by a computer to be read on screen or printed out on paper. The advantages of digitization are:

- the image integrated into electronic systems speeds access to information;
- the image being composed of digits can be processed with mathematical algorithms to improve quality and legibility;

- with this process one can make up enormous databases with huge quantities of images;
- one can make copies from copies without any loss of information or of quality;
- one can disseminate information with help of any electronic network and include it in any publication in electronic format;
- one may translate the original text into a machine readable format with help of OCR;
- compact storage – saves space;
- added security.

2.4 RELEVANT WEB SITES

The following web sites are relevant to Archival Management:

http://www.acarm.org

- Association of Records Managers and Administrators (ARMA) International. Gives information for Archivists and Record Managers.

http://www.acarm.org

- Association of Commonwealth Archivists and Records Managers. It also deals with Archivists and Record Managers.

http://www.bcars.gs.gov.bc.ca

- British Columbia Archives and Records Service. It deals with collection summaries including audiovisual records.

http://www.catholic-history.org.uk

- Catholic Archives Society. Offers information for Archivists and information on holdings. Its publication is 'Church Archives'.

http://data1.archives.ca/ica

- International Council on Archives. It is an International body under UNESCO which deals with efficiency of maintaining Archives.

http://www.irmt.org

- International Records Management Trust. Provides information for Good Governance of Archives.

http://www.jerusalem-archives.org

- Jerusalem Archives which deals with historical documents of the Christian era.

http://www.ihsi.cjb.net

- Jesuit Historical Institute. Its specialises in the history of the Jesuit missions around the world.

http://www.nara.gov

- National Archives and Record Administration. Offers information for Archivists, On-line exhibits.

http://www.naa.org.au

- National Archives of Australia. Provides information about national, state and territory archives and exhibits.

http://www.archives.ca

- National Archives of Canada. It deals with National issues on archives and collection summaries.

http://www.sara.nysed.gov

- New York State Archives and Records Administration. Provides information about holdings; searchable online catalogue and databases.

http://www.pro.gov.uk

- Public Record Office (UK). It maintains the Public records of the UK Government and information about holdings.

http://www.archivists.org

- Society of American Archivists. It is a National Body dealing the issues on Archives and Archivists. Its publication is 'American Archivist'.

http://www.archives.org.uk

- Society of Archivists (UK). It provides information for Archivists and its publication 'Journal of the Society of Archivists' addresses various issues on Archives.

http://www.vatican.va/library_archives/index.htm

- Vatican Archives. It holds the ancient documents and church missionary activities around the world.

http://www.vatican.va/library_archives/vat_secret_archives/index.htm

- Vatican Secret Archives.

2.5 CONCLUSION

The review of relevant literature has revealed that there have been several studies on various aspects of Archival Management all over the world. Specific studies have been taken up in vital areas such as Management, Preservation and Automation of Archives. However there is no study in the field of Church Archives in India, though the Church Archival movement in India had its roots in the Portuguese and British regime as early as 16th century. In the modern times, the church has made significant contribution to the development of India and its people. Hence, it was felt necessary to pursue a study on Church Archival Information Management - the records stored in the church archives gives detailed history of missionary activities, socio-economic, educational and cultural heritage of India - as with a view to improve the archives' maintenance, and to catalogue the records and disseminate information to the church administrators, historians and researchers.

REFERENCES

1. The Pontifical Commission for the Cultural Heritage of the Church (1997). (Circular Letter). The Pastoral function of Church Archives, Vatican city.

2. The Canon Law Society of Great Britain and Ireland (1983). The Code of Canon Law, London: Collins. pp. 86-88.

3. Hey, B. and Miedaner, S. (1996). Tasks under changing conditions: Church archives and their activities today, Archivar, 49 (2) : 225-240.

4. Klaassen, David J. (1986). The provenance of archives under library administration: organizational structures organic relationships, Journal of Library administration, 7 (2/3) : 35-47.

5. Yakel, Elizabeth. (1994). Starting an Archives, Lanham: Society of American Archivits and The Scarecrow Press.

6. Cox, Richard J. (1992). Managing Institutional Archives : Fundamental Principles and Practices, New York: Greenwood Press.

7. Strachan, Stuart R. (1986).Establishing an archive, *Archifacts,* 3 : 2-7.

8. Turnbaugh, Roy C. (1986). Archival mission and user studies, *Midwestern Archivist.* 11 (1) : 27-33.

9. Nokes, Jane. (1988). The value of archives/selling the program, *Archives and Manuscripts.* 16 (1) : 33-41.

10. Geary, James W. (1983). Catholic archives in a public institution: a case study of the arrangement between Kent State University and the diocese of Youngstown, Ohio, *American Archivist.* 46 (2) : 175-187.

11. Bourke, D.F. and Raphael, M.(1984). The archives of the Catholic Archdiocese of Perth, *Archives and Manuscripts*. 12 (1) : 24-28.

12. Wurster, Herbert W. (1985). Ordinances, rules and recommendations on the Catholic Church's archive practice in West Germany from 1977 to 1983. *Archivar.* 38 (1) : 89-98.

13. Macquiban, T. (1995). Historical texts or religious relics: towards a theology of religious archives, Journal of the Society of Archivists. 16 (2) : 145-51.

14. Blouin, Francis X. [...et.al.] (ed.) (1998). Vatican Archives : An inventory and guide to historical documents of the Holy See, New York: Oxford University Press.

15. Ferreira, I. L. (1995). Churches' Archives: a symposium in the Free State. *South African Archives Journal.* 37 : 107-13.

16. Cameron, Richard A. (1983). Archives cooperation: a critical look at statewide archival networks. *American Archivist,* 46 (4) : 414-432.

17. Bŕuke, Frank G. (1983). Archival cooperation, *American Archivist,* 46 (3) : 293-305.

18. Wilson, T.D. (1997) 'Information management', In: J. Feather and P. Sturges (eds), International Encyclopedia of Information and Library Science, London: Routledge. pp. 187-198.

19. Cook, Michael (1999). The Management of Information from Archives, London: Gower.

20. Anderson, J.D. (1997) 'Organization of knowledge', In: J. Feather and P.Sturges (eds), International encyclopedia of information and library science, London: Routledge. pp. 336-353.

21. Cook, Michael (1999). The Management of Information from Archives, London: Gower.

22. Cook, Michael. (1993). Information management and archival data, London: Library Association Publishing.

23. Cook, Michael. (1999). The Management of Information from Archives, 2nd ed. London: Gower.

24. Fleming, Joseph. (2000). Archive Principles and Practice, London: The Catholic Archives Society.

25. Dorrington, Mark. (1990). The administration of cathedral archives, *Journal of the Society of Archivists.* 11 (4) : 123-137.

26. Society of American Archivists (1982). Archives forms manual, Chicago: SAA.

27. Levine, David. (1984). The appriasal policy of the Ohio State Archives, *American Archivist.* 47 (3) : 291-293.

28. Cook, Michael and Procter, Margaret. (1989). A Manual of Archival Description, London: Gower.

29. Conway, Paul. (1989). Archival preservation: definitions for improving education and training, *Restaurator.* 10 (2) : 47-60.

30. Kaplan, Hilary A. and Banks, Brenda S.(1990). Archival preservation: the teaming the the crew, *American Archivist.* 53 (2) : 266-273.

31. National Archives of India. (1988). Repair and Preservation of Records, New Delhi : National Archives of India.

32. National Archives of India. (1991). Guide to Restoration of Documents, New Delhi : National Archives of India.

33. National Archives of India. (1991). Guidelines for Control and Preservation of Termite infestation in Archives and Libraries, New Delhi: National Archives of India.

34. National Archives of India. (1993). Elements of Records Management and Conservation, New Delhi : National Archives of India.

35. Agrawal, O.P. and Barkeshli, Mandana. (1997). Conservation of Books, Manuscripts and Paper Documents, Lucknow: INTACH.

36. Foot, M. M. (1996). Housing our collections: environment and storage for libraries and archives, *IFLA Journal.* 22 (2) : 110-14.

37. Vine, M. G. and Hollinger, W. K. (1993). Active archival housing, *Restaurator.* 14 (3) : 23-30.

38. Neevel, J. G. (1995). Phytate: a potential conservation agent for the treatment of ink corrosion caused by irongall inks, *Restaurator.* 16 (3) : 143-60.

39. Baynes-Cope, D. (1994). Principles and ethics in archival repair and archival conservation. Part 1: the principles of archival repair and of archival conservation, *Journal of the Society of Archivists.* 15 (1) : 17-26.

40. Fairbrass, S. (1994). Dry-mounting tissues used in conservation: their nature and deterioration characteristics, *Journal of the Society of Archivists.* 15 (1) : 73-81.

41. Sterlini, P.(1995). Surface cleaning products and their effects on paper, *Paper Conservation News.* (76) : 3-7.

42. Bateman, P. L. G. and Smith, C. P. (1994). Unique 'zip-up' fumigation system, *Journal of the Society of Archivists.* 15 (2) : 215-17.

43. Tomazello, M. G. C. and Wiendl, F. M. (1995). The applicability of gamma radiation to the control of fungi in naturally contaminated paper, *Restaurator.* 16 (2) : 93-9.

44. Norris, Terry O. (1987). Preservation photocopying conference: introductory remarks and historical perspective, *Restaurator.* 8 (1) : 3-8.

45. Gertz, Janet E. (1990). Preservation microfilming for archives and manuscripts, *American Archivist.* 53 (2) : 224-234.

46. Reed, Mervin. (1981). Archivists and computers, *Archives and Manuscripts.* 9 (1) : 49-52.

47. Kesner, Richard M. and Hurst, Don. (1981). Microcomputer applications in archives: a study in progress, *Archivaria,* (12) : 3-19.

48. O'Toole, James M. (1975). The use of computers in archival institutions. Information revolution: proceedings of the 38th ASIS Annual Meeting, Vol.12, edited by Charles W. Husbands and Ruth L. Tighe. Washington (DC), American Society for Information Science, Boston, Massachusetts, October 26-30, 1975 : 89-90.

49. Olivier, Marie. (1983). Computer processing: ten years, *South African Archives Journal.* (25) 1983 : 6-13.

50. Frusciano, Thomas J. (1983). Automation programs for archival and manuscript repositories, *Library Hi Tech.* 1 (2) 1983 : 72-77.

51. Machovec, George S. (1986). Automating archives: choices with new information technology, *Library Hi Tech News.* 4 (5) 1986 : 1-3.

52. Bohanan, Robert D. (1987). Developments and options in archival automation, *Journal of Educational Media and Library Science.* 25 (1) 1987 : 1-21.

53. Garcia, Gonzalez Padro (1994). New technology and the reconstruction of the archival heritage, XXX CITRA 1993-1995, ICA : 125-128.

54. International Council on Archives. Commission on Preservation and Access (1997). Digitization as a means of Preservation, Report. ICA.

CHAPTER 3

SURVEY, ANALYSIS AND INTERPRETATION OF DATA

3.1 INTRODUCTION

Conducting a survey is the primary task in any research work. As a prelude to conducting a survey for this study, the investigator visited the following:

i. Church Archives: Bangalore, Bombay, Cochin, Delhi, Goa, Madras – Mylapore, Pondicherry – Cuddalore and Quilon.

ii. The National Archives of India, New Delhi.

iii. Department of National Archives, Sri Lanka.

iv. State Archives: Goa, Karnataka, Kerala, Maharastra and Tamil Nadu.

v. Historical Research Centres: Indian Council of Historical Research (ICHR), New Delhi and Xavier Centre of Historical Research (XCHR), Goa.

3.2 SAMPLING DESIGN

The Catholic Church structure in India consists of twenty two Archdioceses, one hundred and seventeen Dioceses, which comprise of six thousand two hundred and seventy seven Parish Churches. Besides these, there are two hundred and ninety five Religious congregations. Each of these is required by Canon Law to maintain the Archives. The Church Archives are situated in the headquarters of each Archdiocese / Diocese. Questionnaire was administered to all the 139 Archdioceses / Dioceses, listed in the Catholic Directory of India[1].

The responses were received from seventy four Archdioceses / Dioceses; which represents fifty three per cent, which is relatively good for a study of this nature.

Further, a case study was also conducted on an ancient Archdiocese in the state of Tamil Nadu, a premier State in

South India. Of the seventeen Archdioceses / Dioceses in Tamil Nadu, the largest and one of the ancient Archdiocese is the Archdiocese of Madras – Mylapore. Hence, for the case study this Archdiocesan Archives was considered.

3.3 SOURCES FOR DATA COLLECTION

Primary Data was collected with the help of a structured mail questionnaire from the Archdiocesan / Diocesan Archives. Secondary data was also collected from the Archdiocesan Archives of Madras – Mylapore. Further personal interviews were held with :

i. Church authorities (Bishops / Archbishops / Chancellors);

ii. Directors of the National Archives of India and different State Archives in India;

iii. Director of Department of National Archives, Sri Lanka;

vi. Directors of Indian Council of Historical Research (ICHR), New Delhi and Xavier Centre of Historical Research (XCHR), Goa.

Information for this study was also collected from selective church archives of England, France, Germany, USA and Vatican city through e-mail. The investigator also visited a number of relevant websites on Internet.

3.4 TOOLS FOR DATA COLLECTION

In order to collect data on the current status of the Catholic Church Archives in India a questionnaire was designed. For personal interviews an interview schedule along the same line of the questionnaire was also designed.

The Questionnaire consists of seven sections:

Section I deals with general information of the Archives.

Section II contains questions relating to details of Archival

holdings, place of storage of records, retention policy, type of records and physical conditions of the records, etc.

Section III consists of questions pertaining to maintenance of catalogue / list of records, nature of access and restriction, if any.

Section IV deals with treatment of materials and preservation techniques.

Section V includes questions on the details of equipments available in the Archives.

Section VI had questions on automation of the Archives.

In the final section, scope was provided for the respondents to identify the barriers and to offer suggestions to improve the quality of the Archival Management and Services.

3.5 DATA ANALYSIS AND INTERPRETATION

In this section, analysis of the data on Catholic Church Archives in India collected through questionnaire is presented. The analysis has been presented in two ways:

i. Descriptive Analysis

ii. Differential Analysis

Descriptive analysis of the data is in terms of frequency distribution and simple statistical measures such as average and standard deviation. Differential analysis is in terms of advanced statistical techniques such as Correlation, Analysis of Variance (ANOVA) and Cluster Analysis. The interpretation of the data has been made in the light of Canon Laws and authoritative statements in the literature.

3.5.1 Descriptive Analysis

Out of one hundred and thirty nine questionnaires mailed, 74 duly filled in questionnaires were received i.e., the response was 53%. This section describes the general information, details of archival holdings, type of records,

condition of the records and other maintenance activities followed in the seventy four archives under study. In reference to each, information is presented as follows:

i. Table giving details vis-a-vis Archival organisations

ii. Comments / Observations

iii. Canon Law, if any

TABLE 3.1

STATE WISE DISTRIBUTION OF CATHOLIC DIOCESES IN INDIA AND RESPONDENTS

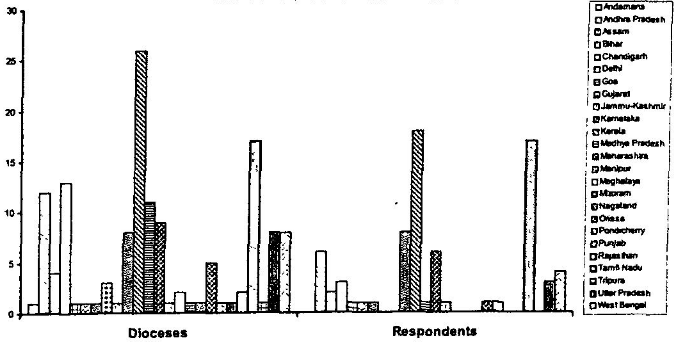
Sl.No.	Name of the States	No. of Dioceses*	No. of Respondents
1.	Andamans	1	0
2.	Andhra Pradesh	12	6
3.	Assam	4	2
4.	Bihar	13	3
5.	Chandigarh	1	1
6.	Delhi	1	1
7.	Goa	1	1
8.	Gujarat	3	0
9.	Jammu-Kashmir	1	0
10.	Karnataka	8	8
11.	Kerala	26	18
12.	Madhya Pradesh	11	1
13.	Maharastra	9	6
14.	Manipur	1	1
15.	Meghalaya	2	0

16.	Mizoram	1	0
17.	Nagaland	1	0
18.	Orissa	5	1
19.	Pondicherry	1	1
20.	Punjab	1	0
21.	Rajasthan	2	0
22.	Tamil Nadu	17	17
23.	Tripura	1	0
24.	Uttar Pradesh	8	3
25.	West Bengal	8	4
	Total	**139**	**74**

* *Source: Catholic Directory of India, 1998.*

The State wise distribution of the Catholic Dioceses in India is shown in the Table 3.1. As per the Catholic Directory of India, 1998, there are 25 States and 139 Dioceses. The questionnaire was administered to all 139 Dioceses and 74 responded to the same.

Fig. 3.1
STATE WISE DISTRIBUTION OF CATHOLIC DIOCESES IN INDIA VIS-A-VIS RESPONDENTS



3.5.1.1 Year of Establishment of Archives

The Table 3.2 shows the frequency distribution of the year of establishment of Archives.

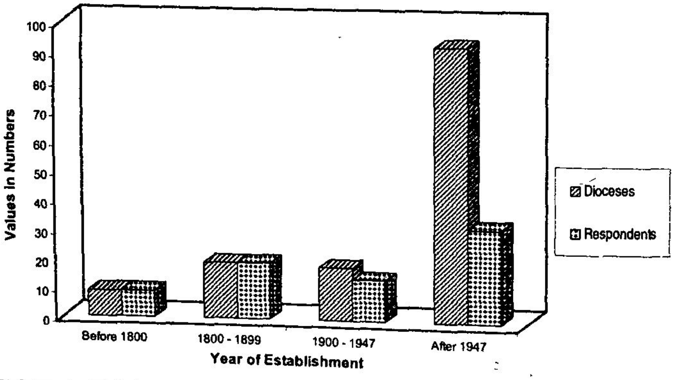
TABLE 3.2

YEAR OF ESTABLISHMENT OF ARCHIVES

Sl.No.	Year of establishment of Archdiocese/Diocese	No.of Dioceses	No.of respondents	Percentage
1	Before 1800	9	9	12.2
2	1800-1899	19	19	25.7
3	1900-1947	18	14	18.9
4	After 1947	93	32	43.2
	TOTAL	139	74	100.0

The first and foremost Catholic Archdiocese/Diocese was established in the year 1533 at Goa. The year of establishment of Archdioceses/Dioceses ranges from 1533 to 1996. For the purpose of the analysis, the years of establishment have been grouped into four categories. It can be noted that nearly 38% of the Archdioceses/Dioceses were established before 20th century. This emphasizes the historical importance of the archives.

Fig. 3.2
YEAR OF ESTABLISHMENTS OF ARCHIVES



Though the Canon Law came into effect in 1917 (later revised in 1983)[2] the Table 3.2 reveals that the Archdioceses/Dioceses established even before 1917 without any legal imposition set up the archives. The reason being that they might have foreseen the necessity of preserving the records to the future generations. Further, it is seen that before 1800, nine dioceses; during 1800-1899 and nineteen dioceses were established and all these dioceses have established the archives. Eighteen dioceses were established between 1900-1947 – before Independence, out of which fourteen archives have responded; ninety three dioceses were established after 1947 after Independence till date, only thirty two have responded.

The respondents from the Archives established after 1947, is less than 50%, which implies that the importance of maintaining archives is declining. Hence it is essential to create a conducive environment for the proper upkeep of the records.

3.5.1.2 Types of Archives

There are two types of archives, namely Historical Archives and Secret Archives.

TABLE 3.3

TYPES OF ARCHIVES

Sl.No.	Types of Archives	Yes	No	Total
1	Historical Archives	74 (100)	0	74
2	Secret Archives	29 (39.2)	45 (60.8)	74

Note : Numbers in the paranthesis represents percentage

The Canons 489 § 1 and 491 § 1 requires that historical and secret archives are to be set up in each diocese. The Canon Law that governs the Church Archives are listed in

APPENDIX B. As seen in Table 3.3, all the Archdioceses/ Dioceses which have responded (74) to the questionnaire, are maintaining Historical Archives. Only 40% of Archdioceses/Dioceses maintain Secret Archives in addition to Historical Archives. 60% of the Archdioceses/Dioceses do not have Secret Archives. It is probable that these archives store even the secret collection along with the historical archives.

In this connection, it is pertinent to quote Canon Law, which states:

Canon 486 § 2 In each curia there is to be established in a safe place a diocesan archive where documents and writings concerning both the spiritual and the temporal affairs of the diocese are to be properly filed and carefully kept under lock and key.

Canon 491 § 2 The diocesan Bishop is to ensure that there is a historical archive in the diocese, and that documents which have a historical value are carefully kept in it and systematically filed.

In the narrow sense, the archive refers to a locked room in which are stored those files which are closed, or at least not in day-to-day use. In a wider sense, it embraces all the paperwork in the curial offices, which may eventually find its way there. Each department will have its own criteria concerning what needs to be kept and for how long; as well as criteria about levels of confidentiality and the length of time before material is transferred from active files to archives, and from the general to historical archives[3].

Further, to quote Canon Law, which reads as follows:

Canon 489 § 1 In the diocesan curia there is also to be a Secret Archive, or at least in the ordinary archive there is to be a safe or cabinet, which is securely closed and bolted and which cannot be removed. In this archive documents which

are to be kept under secrecy are to be most carefully guarded.

Canon 490 § 1 Only the Bishop is to have the key of the secret archive.

§ 3 Documents are not to be removed from the secret archive or safe.

Documents which are of great sensitivity need to be kept in conditions of maximum security. Among the documents which must be kept in the secret archives are as follows:

i. documents of criminal cases concerning matters of a moral nature (Canon 489 § 2);

ii the register of dispensations granted from occult marriage impediments in the internal but non-sacramental forum (see Canon 1082);

iii the register of marriages celebrated secretly (see Canon 1133);

iv documentary proof of canonical warnings or corrections when someone has been about to commit an offence, or is suspected of having committed one, or has been guilty of scandalous behaviour (see Canon 1339);

v the acts of a preliminary investigation for a penal process that was closed without a formal trial (see Canon1719);

vi any other matter the bishop considers secret.

The confidentiality of the material stored in the Secret Archive is to be preserved as strictly as possible. Thus, the Code of Canon Law prescribes that only the Bishop is permitted to have the key to that archive (Canon 490 §1). In practical terms, it might be advisable that he makes known the whereabouts of the key, to the Vicar general, to the Moderator of the curia or to the Chancellor, on the explicit understanding, of course that, only the Bishop himself may have access to that archive[4].

3.5.1.3 Manpower in Archives

Canon 482 § 1 states that in each curia a Chancellor is to be appointed, whose principal office, unless particular law states otherwise, is to ensure that the acts of the curia are drawn up and dispatched, and that they are kept safe in the archive of the curia.

The term Chancellor comes from an official at the Roman court, who sat at the entrance (ad cancellos) to check access. He is distinguished from other notaries by his role of overall supervision of the issuing of documents, and their preservation. The importance of the office is indicated by the fact that it is mandatory, and by the provision that he may, if necessary, be given an assistant. In fact the Revision Commission (1983) took it for granted that he would be given a professional archivist to help him look after the historical material. The Chancellor may, but need not be a priest: in principle a lay man or woman may be appointed[5].

TABLE 3.4

AVAILABILITY OF MANPOWER

Sl.No.	Availability of Man power	Yes		No	
		No of Archives	Percentage	No. of Archives	Percentage
1	Archivist	43	58.1	31	41.9
2	Trained	1	2.3	42	97.7

In the survey, it was observed that out of 74 respondents, nearly 60 % of archives have archivists. But a majority (97.7%) of them are untrained persons who maintain the archives. These untrained persons are mostly priests and religious sisters. No professional archivists are appointed except in 1 (2.3%) archives.

3.5.1.4 Sources of Finance

TABLE 3.5

SOURCES OF FINANCE

Sl.No.	Sources of Finance	No. of Archives	Percentage
1	Diocesan funds	1	1.4
2	Sponsors from Abroad	1	1.4
3	No funds	72	97.2
	TOTAL	74	100.0

Although many Dioceses were established before 20th century, only 2 (2.8%) of the Dioceses are getting some funds to maintain the Archives. 97.2% of the archives have no funds to maintain their records. The financial limitations have greatly hampered the maintenance of archives. It is observed by the investigator that in most of the Dioceses, the physical facilities to house archives are very poor. The reason may be due to lack of financial resources (Vide Table 3.27).

3.5.1.5 Physical Facilities (Building)

TABLE 3.6

PHYSICAL FACILITIES

Sl.No.	Physical Facilities	No. of archives	Percentage
1	Separate building	0	0
2	Room in the Diocesan head quarters	74	100

The Canon 486 § 2 makes clear that the archive room itself must be in a safe place. The concern with protection from natural hazards such as damp, flooding or fire, earthquake, insect infestation and so on. No archives has a separate

building for storing and arranging the archival materials. In all the archives the records are stored in a separate room in the Diocesan headquarters, but with limited facilities for their storage and maintenance may be due to financial crunch as seen in vide Table 3.27.

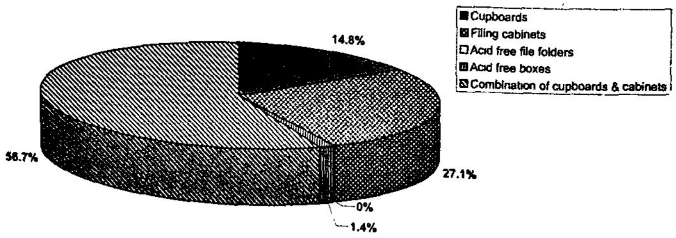
3.5.1.6 Storage Equipments for Archival Collection

TABLE 3.7
ARCHIVAL STORAGE EQUIPMENTS

Sl.No.	Storage Equipments	No. of Archives	Percentage
1.	Cupboards	11	14.8
2.	Filing cabinets	20	27.1
3.	Acid free file folders	0	0.0
4.	Acid free boxes	1	1.4
5.	Combination of Cupboards and Cabinets	42	56.7
	TOTAL	**74**	**100.0**

It is observed that 56.7% of the respondents have stored the records in various types of cupboards and filing cabinets. While 27.1% in filing cabinets and 14.8% in cupboards, none of the respondents have used acid free file folders and just only one Diocese (1.4%) use acid free boxes, which are conducive to store archival records.

Fig. 3.3
ARCHIVAL STORAGE EQUIPMENTS



3.5.1.7 Nature and Types of Information Sources

Tables 3.8 and 3.9 shows the nature and types of materials available in the Church archives. For the purpose of study, the materials have been classified as primary and secondary sources.

The primary sources are Account books, Baptism registers, Burial registers, Correspondence, Diaries, Journals/ Periodicals, Marriage registers, Palm leaves, Parchments, Property deeds, Travelogues and others like Photographs, Maps, Drawings, etc.

TABLE 3.8

QUANTUM OF PRIMARY SOURCES HELD BY THE ARCHIVES

Sl. No.	Sources	NA**	<= 50 Vols	51-100 Vols	101-150 Vols	151-200 Vols	> 200 Vols
1.	Account Books	9 (12.2)	46 (62.2)	8 (10.8)	7 (9.5)	1 (1.4)	3 (4.1)
2.	Baptism Registers	56 (75.7)	9 (12.2)	6 (8.1)	1 (1.4)	1 (1.4)	1 (1.4)
3.	Burial Records	53 (71.6)	14 (18.9)	5 (6.8)	—	1 (1.4)	1 (1.4)
4.	Corres-pondence	2 (2.7)	37 (50.0)	12 (16.2)	5 (6.8)	1 (1.4)	17 (23.0)
5.	Diaries	43 (58.1)	29 (39.2)	1 (1.4)	1 (1.4)	—	—
6.	Journals	37 (50.0)	17 (23.0)	3 (4.1)	7 (9.5)	3 (4.1)	7 (9.5)
7.	Marriage Registers	57 (77.0)	10 (13.5)	5 (6.8)	1	1 (1.4)	(1.4)
8.	Palm Leaves	71 (95.9)	2 (2.7)	1 (1.4)	—	—	—
9.	Property deeds	8 (10.8)	38 (51.4)	11 (14.9)	7 (9.5)	2 (2.7)	8 (10.8)

10.	Travelogue	71 (95.9)	2 (2.7)	1 (1.4)	—	—	—
11.	Others – Photographs, maps and drawings	61 (86.6)	10 (13.7)	3 (4.1)	—	—	—

Note : Numbers in the parenthesis represents percentage
**NA = Not available [not present in the collection]

Fig. 3.4
QUANTUM OF PRIMARY SOURCES IN THE ARCHIVES

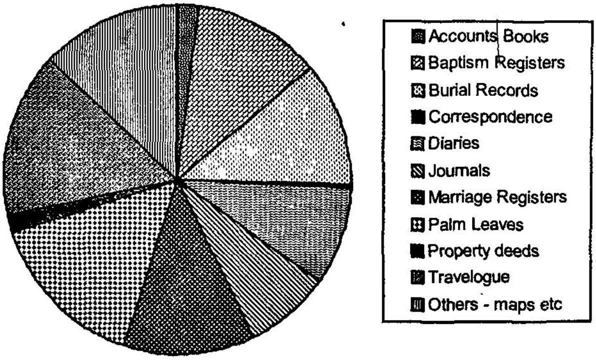


Table 3.8 reveals that more than 50% of the Dioceses maintain Account books. Property deeds and Correspondence. Almost all these documents are available in less than or equal to 50 volumes. Nearly 40 to 50% of the dioceses maintain Diaries and Journals. Only around 20 to 30% of the dioceses maintain Marriage registers. Less than 5% of the dioceses have Palm Leaves and Travelogues each. Other items like Photographs, Maps, Drawings, etc., are maintained in less than 20% of the dioceses.

The secondary sources include Almanacs, Directories, Hand books, Manuals and Monographs.

TABLE 3.9

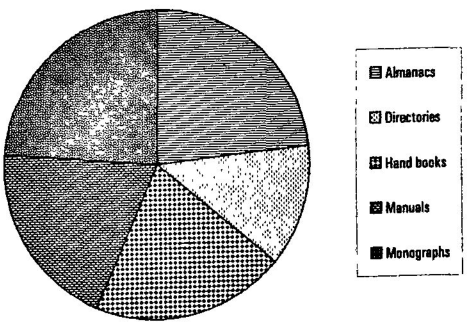
QUANTUM OF SECONDARY SOURCES HELD BY THE ARCHIVES

Sl. No.	Sources	NA**	<= 50 Vols	51-100 Vols	101-150 Vols	151-200 Vols	> 200 Vols
1	Almanacs	69 (93.2)	5 (6.8)	—	—	—	—
2	Directories	38 (51.4)	31 (41.9)	1 (1.4)	2 (2.7)	1 (1.4)	1 (1.4)
3	Hand books	61 (82.4)	12 (16.2)	—	1 (1.4)	—	—
4	Manuals	59 (79.7)	11 (14.9)	2 (2.7)	1 (1.4)	1 (1.4)	—
5	Monographs	70 (94.6)	4 (5.4)	—	—	—	—

Note: Numbers in the parenthesis represents percentage

Table 3.9 shows that of the records like Almanacs and Monographs are not maintained. Nearly 40 to 50% of the dioceses maintain Directories. Only around 20 to 30% of the dioceses maintain Handbooks and Manuals.

Fig. 3.5
QUANTUM OF SECONDARY SOURCES IN THE ARCHIVES



3.5.1.8 Physical Condition of the Information Sources in Church archives

Tables 3.10 and 3.11 shows the physical condition of Church archival records. The conditions of the archival materials are classified as mutilated, brittle, worm or insect infested and good condition.

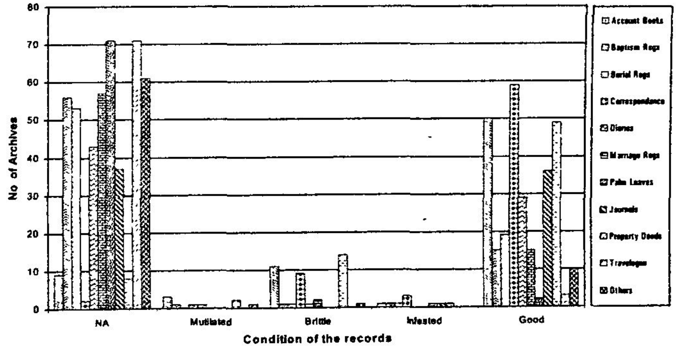
TABLE 3.10

PHYSICAL CONDITION OF THE PRIMARY SOURCES

Sl. No.	Sources	NA**	Mutilated	Brittle	Worm/Insect infested	Good
1.	Account Books	9 (12.2)	3 (4.1)	11 (14.9)	1 (1.4)	50 (67.6)
2.	Baptism Registers	56 (75.7)	1 (1.4)	1 (1.4)	1 (1.4)	15 (20.3)
3.	Burial Records	53 (71.6)	—	1 (1.4)	1 (1.4)	19 (25.7)
4.	Correspondence	2 (2.7)	1 (1.4)	9 (12.2)	3 (4.1)	59 (79.8)
5.	Diaries	43 (58.1)	1 (1.4)	1 (1.4)	—	29 (39.2)
6.	Journals	37 (50.0)	—	—	—	1 (1.4)
7.	Marriage Registers	57 (77.0)	—	2 (2.7)		15 (20.3)
8.	Palm Leaves	71 (95)	—	—	—	1 (1.4)
9.	Property Deeds	8 (10.8)	2 (2.7)	14 (18.9)	—	1 (1.4)
10.	Travelogue	71 (95.9)	—	—	—	—
11.	Others – Photographs, maps & drawings	61 (83.6)	1 (1.4)	1 (1.4)	—	—

Note: Numbers in the parenthesis represents percentage

Fig. 3.6
PHYSICAL CONDITION OF THE PRIMARY SOURCES IN THE ARCHIVES



It is seen from Table 3.10 that more than 70% of the primary sources are reported to be in good condition. Negligible amount of the Account Books, Baptism registers, Correspondence, Diaries and Property deeds are reported to be in mutilated condition. 1 to 20% are brittle and around 5% are reported to be worm/insect infested.

TABLE 3.11

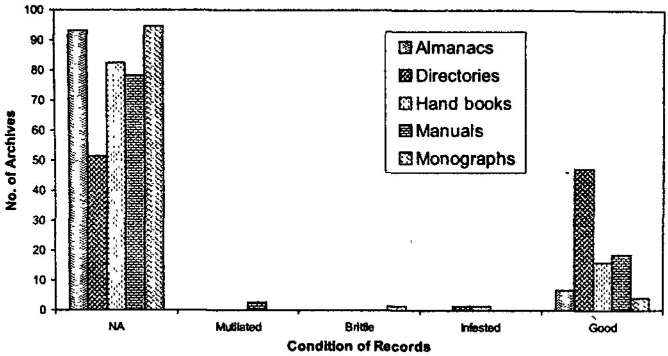
PHYSICAL CONDITION OF THE SECONDARY SOURCES

Sl. No.	Sources	NA**	Mutilated	Brittle	Worm/Insect infested	Good
1	Almanacs	69 (93.2)	—	—	—	5 (6.8)
2	Directories	38 (51.4)	—	—	1 (1.4)	35 (47.3)
3	Hand books	61 (82.4)	—	—	1 (1.4)	12 (16.2)
4	Manuals	59 (79.7)	2 (2.7)	—	—	13 (17.6)
5	Monographs	70 (94.6)	—	1 (1.4)	—	3 (4.1)

Note: Numbers in the parenthesis represents percentage

Table 3.11 reveals that the secondary sources such as Almanacs 93.2%, Directories 51.4%, Hand books 82.4%, Manuals 79.7% and Monographs 94.6% are not available and the rest available are in good condition.

Fig. 3.7
PHYSICAL CONDITION OF THE SECONDARY SOURCES



3.5.1.9 Access to Archives

TABLE 3.12

AVAILABILITY OF CATALOGUE, INDEXES, CONTAINER OR ITEM LISTING

Sl. No.	Particulars	Yes	No	Total
		No. of archives	No. of archives	
1	Catalogue & Indexes	9 (12.2)	65 (87.8)	74 (100)
2	Container or item listing	5 (6.8)	69 (93.2)	74 (100)

A catalogue of the holdings of each archive is to be developed and updated. The Bishop is responsible for the maintenance of archives attached to churches within his diocese (Canons 486 § 3 and 491 § 1). He has to ensure that a copy of their inventory or catalogue is kept in the archive and regularly updated. Table 3.12 shows that 87.8% of the respondents do not have catalogue

and indexing system for their archives and only 12.2% have provided the same. 93.2% of the respondents do not have even the container details or item listing and only 6.8% have these details.

In this connection, it is apt to quote Canon Law which states:

Canon 486 § 3 An inventory or catalogue is to be made of documents kept in the archive, with a short synopsis of each document.

Canon 491 § 1 The diocesan Bishop is to ensure that the acts and documents of the archives of cathedral, collegiate, parochial and other churches in his territory are carefully kept and that two copies are made of inventories or catalogues. One of these copies is to remain in its own archive, the other is to be kept in the diocesan archive.

The archives where files are stored must be kept locked. In practice only the Bishop and the Chancellor will have the key- either each having access to the one key or each possessing an identical key. The Bishop alone may grant access to the archive without the consent of the Chancellor or by the mutual agreement of both the Chancellor and the Moderator of the curia. The Chancellor alone cannot grant access. The permission may be for a specific occasion or in general terms, e.g. in the case of a professional archivist who works as assistant[6]. (See Canon 487 § 1)

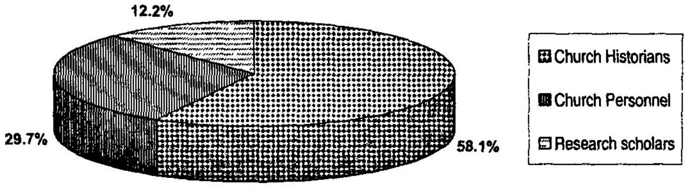
TABLE 3.13

ACCESS TO THE ARCHIVES

Sl.No.	Access	No.of archives	Percentage
1	Church Historians	43	58.1
2	Church personnel only	22	29.7
3	Research Scholars	9	12.2
	Total	**74**	**100.0**

Table 3.13 reveals that nearly 88% of the Archives are open only to Church historians and Church personnel and 12% of the Archives are reported to be open for research scholars.

Fig. 3.8
ACCESS TO CHURCH ARCHIVES



Access to the archive room is distinct from access to the material contained therein. Researchers and other interested persons are not at liberty to inspect whatever material they like; rather, they may be given access to the catalogue and to those materials, which is of interest to them.

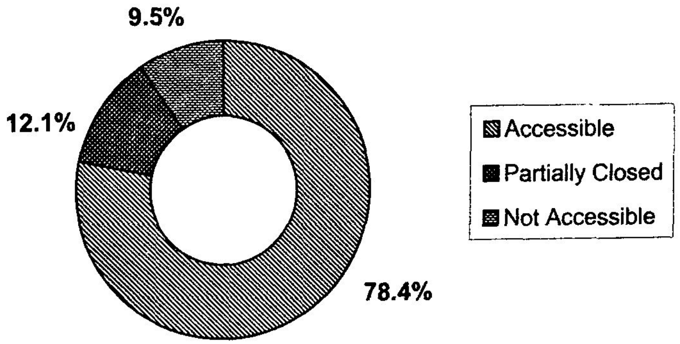
TABLE 3.14

ACCESS RESTRICTIONS TO THE ARCHIVES

Sl.No.	Access restrictions	No.of Archives	Percentage
1	No Restrictions	58	78.4
2	Partially closed or restricted due to content	9	12.1
3	Restricted for preservation or security reasons	7	9.5
	Total	**74**	**100.0**

Table 3.14 reveals that 78.4% of the Archives did not impose any restriction. On the other hand 12.1% restrict due to the rare nature of the content and 9.5% restrict for preservation or security reasons.

Fig. 3.9
ACCESS RESTRICTIONS TO THE ARCHIVES



3.5.1.10 Laboratory Facilities, Equipments and Preservation Methods

It is of interest to know whether the Archives have laboratory facilities, equipments and follow some preservation techniques to maintain the records. It is observed from the survey that none of the archives have laboratory facilities to treat or to conserve the information materials. On enquiry with the Church authorities, it was revealed that financial constraints supplemented by the lack of trained archivist are the reasons for this poor state of affairs (Table 3.27).

Table 3.15 reveals the type of equipments used for the maintenance of the archives.

TABLE 3.15
EQUIPMENTS AVAILABLE IN THE ARCHIVES

Sl.No.	Equipments	No. of Archives	Percentage
1	Air Conditioner	3	4.1
2	Computer	19	25.7
3	Fire Alarms	9	12.2
4	Insect repellers	1	1.4
5	Microfiche / Microfilm reader	3	4.1
6	Photocopier	26	35.1
7	Vacuum Cleaner	10	13.5
8	No equipment	25	33.8

It is very unfortunate that only 3 (4.1%) out of the 74 archives are air-conditioned to maintain the temperature and humidity, which is necessary for safeguarding the old documents. 86.5% of the Archives do not have even vacuum cleaners and 87.8% fire alarms. Table 3.15 also reveals that computers and photocopiers are available in 19 (25.7%) and 26 (35.1%) of the archives respectively. In 3 (4.1%) archives the microfilm readers, in 1 (1.4%) archives the insect repeller are available and 25 (33.8%) of the archives do not have equipments at all.

There are various methods of preservation of information materials. Preservation of originals from further deterioration, different types of preservation techniques are followed.

TABLE 3.16

PRESERVATION METHODS EMPLOYED

Sl.No.	Methods of treatment	No.of Archives	Percentage
1	Acetone foils	2	2.8
2	Chiffon	4	5.4
3	Computer Scanning	2	2.8
4	Deacidification	1	1.4
5	Fumigation	1	1.4
6	Microfilming	5	6.8
7	Any other	7	9.5
8	None of the above	52	69.9
	Total	**74**	**100.0**

Table 3.16 shows that only in few archives the materials are preserved using certain preservation techniques. The deacidification and fumigation methods are used in 1 (1.4%) archives each, 2 (2.8%) use computer scanning (digitization) and acetone foils respectively, 4 (5.4%) use chiffon hand lamination and 5 (6.8%) have done microfilming. There are 7 (9.5%) of the respondents who still follow the traditional methods of preservation like use of camphors, neem leaves and so on. None of the respondents undertake repair of the records. Almost 70% of the total respondents do not use any methods of preservation of archival materials. This shows that existing archivists are not aware of the minimum and reasonable preservation techniques.

The above analysis reveals that a few archives have given due consideration for the proper preservation and maintenance. This shows the poor condition of the archives management.

3.5.1.11 Application of Information Technology (IT)

The survey reveals that only 9 (12.2%) of the archives have

introduced IT. Unfortunately 65 (87.8%) did not consider this aspect for their archives. 9 (12.2%) of the total respondents are using computers for Inventory / Catalogue purpose. In other sectors like Retention schedule, Creating database, Administrative work, computers have not been used. At this juncture, it is apt to state that the Circular Letter titled "The Pastoral function of Church Archives" from Vatican City[7] to all the bishops of the world suggested computerisation of church archival materials and to make use of the new technologies for the conservation of archives. It also confirms the importance of establishing the inventory process to ensure the consultation and access to archival materials as recommended in Canon 486 § 3 and 491 § 1.

With regard to the computerisation of the archival collection, more than 50% of the total respondents answered affirmatively. 30% have responded positively for the networking of the various church archives. This facilitates the possibility of access to church historians, church personnel and researchers on a wider scale.

3.5.2 Differential Analysis

It is intended to know the interrelationships existing among various aspects of the Archives. Three consolidated scores are constructed to know the size of the Archives, condition of the records and maintenance of Archives. In this section differential analysis is presented using Correlation, Analysis of Variance (ANOVA) and Cluster Analysis.

3.5.2.1 Correlation

Correlation analysis[8] studies the joint variation of two or more variable for determining the amount of correlation between two or more variables. Correlation between the three scores namely: Size of the Archives, Condition of the Records and Maintenance of the Archives are shown in Table 3.17.

TABLE 3.17

CORRELATION BETWEEN SIZE, MAINTENANCE OF ARCHIVES AND CONDITION OF RECORDS

Variables		Size of Archives	Condition of Records	Maintenance
Size of Archives	Pearson Correlation	1.000	.459(**)	.639(**)
	Sig. (2-tailed)	—	.000	.000
Condition of Records	Pearson Correlation	.459(**)	1.000	.145
	Sig. (2-tailed)	.000	—	.216
Maintenance	Pearson Correlation	.639(**)	.145	1.000
	Sig. (2-tailed)	.000	.216	—

** Correlation is significant at the 0.01 level (2-tailed)

Table 3.17 shows that there exists significant positive correlation between size of the archives and condition of records. Similarly there is significant positive correlation between size of the archives and maintenance of the archives. But the correlation is very low between maintenance of archives and condition of the records. Therefore it is inferred that when archives has more volume of archival materials, the archives have better facility to maintain them as it has been preserved due to historical value. It has been noted in the descriptive analysis also, whenever records are reported to be available in the Dioceses they were mostly reported to be in good condition. Hence there is a significant correlation between size of the archives and condition of the Archives.

3.5.2.2 Analysis of Variance (ANOVA)

The Analysis of Variance[9] frequently referred as ANOVA is a statistical technique specially designed to test whether the means

of more than two quantitative populations are equal. Basically, it consists of classifying and cross-classifying statistical results and testing whether the means of a specified classification differ significantly. In this way, it is determined whether the given classification is important in affecting the results. The Analysis of Variance test is not intended to serve the ultimate purpose of testing for the significance of the difference between the sample variance; rather its purpose is to test for the significance of the differences among sample means. The associated significance test, either t-test or F-test, indicates the probability that the same difference occurs in the parent population. There are, in the Analysis of Variance, one-way, two-way and three-way designs.

i. One-way Analysis of Variance: To examine whether the year of establishment of the Diocese has relation with the size, condition and maintenance of the Archives, one-way analysis of variance is used. The following tables summarises the results of one-way Analysis of Variance.

TABLE 3.18

YEAR WISE GROUPING OF ARCHIVES BASED ON THE SIZE, CONDITION AND MAINTENANCE

Variables	Year of establishment of Archives	No. of Archives	Mean Deviation	Std. Error	Std.
Size of Archives	< 1800	9	19.67	13.29	4.43
	1800-1899	19	9.63	6.65	1.53
	1900-1947	14	10.64	5.02	1.34
	>= 1947	32	6.97	4.15	0.73
	Total	**74**	**9.89**	**7.60**	**0.88**

Condition of Records	< 1800	9	31.00	14.87	4.96
	1800-1899	19	22.89	12.83	2.94
	1900-1947	14	26.71	9.56	2.56
	>= 1947	32	25.47	14.19	2.51
	Total	**74**	**25.72**	**13.13**	**1.53**
Maintenance of the Archives	< 1800	9	10.11	4.96	1.65
	1800-1899	19	7.05	3.47	0.80
	1900-1947	14	6.43	2.21	0.59
	>= 1947	32	5.28	1.33	0.23
	Total	**74**	**6.54**	**3.10**	**0.36**

The inferences drawn for Table 3.17 were further tested through one-way analysis of variance technique using grouped years of establishments. Accordingly, the analysis of the data is presented in Table 3.18.

TABLE 3.19

ANOVA TABLE

Variables	Year Groups	Sum of Squares	df	Mean Square	F	Sig.
Size of Archives	Between Groups	1142.531	3	380.844	8.688	.000
	Within Groups	3068.604	70	43.837	—	—
	Total	**4211.135**	73	—	—	—
Condition of Records	Between Groups	418.425	3	139.475	0.802	.497
	Within Groups	12166.615	70	173.809	—	—
	Total	**12585.041**	73	—	—	—
Maintenance of the Archives	Between Groups	170.645	3	56.882	7.488	.000
	Within Groups	531.734	70	7.596	—	—
	Total	**702.378**	73	—	—	—

Inferences

From the table, the following inferences are drawn:

i. The average "size score" of the Archives do differ significantly among the four groups of the years of establishment of the Diocese.

ii. The average "condition score" of the Archives do not differ significantly among the four groups of the years of establishment of the Diocese.

iii. The average "maintenance score" of the Archives do differ significantly among the four groups of the years of establishment of the Diocese.

Hence from the ANOVA on the above three scores, it is concluded that the size and maintenance of the archives depend on the year of establishment of the Dioceses. The Dioceses started before 1800 have more archival materials than the Dioceses started after 1800. These old Dioceses also have better maintenance facilities compared with the other Dioceses started after 1800. It can be noted that in the descriptive analysis it was found that the condition of the records wherever available were reported to be in good condition. Therefore ANOVA does not reveal significant differences among the four groups of Archives with reference to condition of the records. Hence it can be concluded that the condition of records in all the four groups of Archives is same.

Further it shows that mean value on size of the Diocese started before the year 1800 is higher than the other three groups. On the condition of the records, it reveals that the averages for all the four groups of Dioceses are nearly equal. The average score on maintenance for the Dioceses started before 1800 is found to be higher than the other groups of Dioceses. The average score for the Dioceses started after 1947 is found to be the least.

TABLE 3.20

MULTIPLE COMPARISONS - TUKEY'S TEST

Dependent Variable	Year Group (I)	Year Group (J)	Mean Difference (I-J)	Std Error	Sig
Size of Archives	< 1800	1800-1899	10.04(*)	2.68	.002
		1900-1947	9.02(*)	2.83	.011
		>= 1947	12.70(*)	2.50	.000
	1800-1899	< 1800	-10.04(*)	2.68	.002
		1900-1947	-1.01	2.33	.972
		>= 1947	2.66	1.92	.511
	1900-1947	< 1800	-9.02(*)	2.83	.011
		1800-1899	1.01	2.33	.972
		>= 1947	3.67	2.12	.315
	>= 1947	< 1800	-12.70(*)	2.50	.000
		1800-1899	-2.66	1.92	.511
		1900-1947	-3.67	2.12	.315
Condition of Records	< 1800	1800-1899	8.11	5.33	.432
		1900-1947	4.29	5.63	.872
		>= 1947	5.53	4.97	.683
	1800-1899	< 1800	-8.11	5.33	.432
		1900-1947	-3.82	4.64	.844
		>= 1947	-2.57	3.82	.907
	1900-1947	< 1800	-4.29	5.63	.872
		1800-1899	3.82	4.64	.844
		>= 1947	1.25	4.22	.991
	>= 1947	< 1800	-5.53	4.97	.683
		1800-1899	2.57	3.82	.907
		1900-1947	-1.25	4.22	.991
	< 1800	1800-1899	3.06(*)	1.12	.038
		1900-1947	3.68(*)	1.18	.013
		>= 1947	4.83(*)	1.04	.000

Maintenance	1800-1899	< 1800	-3.06(*)	1.12	.038
		1900-1947	.62	.97	.918
		>= 1947	1.77	.80	.128
	1900-1947	< 1800	-3.68(*)	1.18	.013
		1800-1899	-.62	.97	.918
		>= 1947	1.15	.88	.567
	>= 1947	< 1800	-4.83(*)	1.04	.000
		1800-1899	-1.77	.80	.128
		1900-1947	-1.15	.88	.567

* The mean difference is significant at the .05 level.

ii. Multiple Comparisons - Tukey's test: Tukey's Test[10] operates with 3 or more samples and their means. It tests the mean of each population against the mean of each other population. It provides 95% confidence limits for the differences between the means of each pair of groups. If the limits for the difference between a pair of groups spans zero (i.e. one is positive and the other negative): one cannot conclude that these groups differ. If the limits for the difference between a pair of groups do not span zero (i.e. either both are positive or both are negative): one can conclude that the means of these two groups are different.

Tukey's Multiple Comparison test has been applied for comparison of mean size, condition and maintenance of the archives.

The analysis of the data based on the Tukey's test is presented in Table 3.20. It reveals that the average size of the Archives started before 1800 AD is significantly different from other year groups of Archives. Similarly, the average maintenance of Archives started before 1800 AD is significantly different from other year groups. But as for the condition of records is concerned, there is no significant difference in the means.

3.5.2.3 Cluster Analysis

The multivariate statistical analysis have been used intensively in the social sciences research for the past two decades. Generally, these procedures are useful to reduce large data into Dimensions, Solutions, Extractions and Clusters. It is a classifactory procedure.

The cluster analysis is one such method which has been adopted here to minimize the data into groups/clusters. Cluster analysis groups highly similar entities and create homogeneous groups of cases or variables. To quote Aldenderfer and Blashfield (1984)[11], "a clustering method is a multivariate statistical procedure that starts with a data set containing information about a sample of entities and attempts to reorganize these entities into relatively homogeneous groups".

Similarity measures: The "closeness" or "similarity" can be measured on the nature of the variables (Discrete, Continuous, Binary) or scales of measurement (Nominal, Ordinal, Interval, Ratio). Basically the variables or cases are clustered on the basis of correlation coefficient or like measures of association[12] or Euclidean distance. Though there are various similarity measures available, Euclidean distance is generally preferred for cluster analysis[13].

Types of Clustering Techniques

Aldenderfer[14] has identified seven clustering methods.

- Hierarchical agglomerative
- Hierarchical divisive
- Iterative partitioning
- Density search
- Factor analytic
- Clumping
- Graph theoretic

This hierarchical procedure is further grouped into Single linkage method, Complete linkage method, Average linkage method and Wards method.

The hierarchical method of clustering is dominant among the above stated seven clustering methods in terms of frequency of its applications and hence, used in the study.

Each method starts with the calculation of similarities or distances of each individual to all other individuals. Groups with similar entities are merged together and seen in a single group. These groupings may be presented in the form of a 'dendrogram' or 'linkage tree diagram'. In this study, two types of groupings have been considered as stated below:

i. Grouping based on size of the records;

ii. Grouping based on condition of the records.

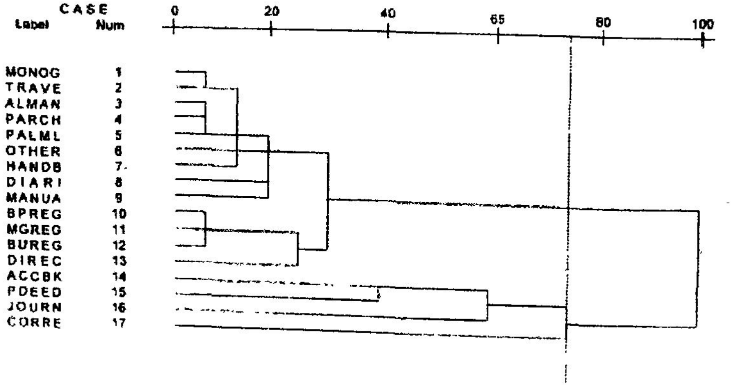
i. Grouping based on Size of the Records:

The various types of documents available in the Church Archives have been grouped depending upon the extent and quantum of availability by following Average Linkage Method of Clustering. The dendrogram showing the clustering of the documents as given in Fig. 3.10

Fig. 3.10

Dendrogram for the Condition of the Records

Average Linkage Method (Between Groups)
Rescaled Distance Cluster Combine



It is seen from the dendrogram (Fig. 3.10) at 75% level, two clusters have been formed. The first cluster comprises of documents such as Account books, Correspondence, Journals and Property deeds. This cluster can be named as "Most Common Primary Sources" (Table 3.21). In other words, these documents are available in most of the archives under study. It is interesting to note that the quantum of these documents varies from archives to archives. Most of these documents are less than 50 volumes in archives ranging from 50 to 62%. The archives possessing the documents more than 50 volumes ranges from 25 to 47% (Table 3.8).

TABLE 3.21

CLUSTER I: MOST COMMON PRIMARY SOURCES

Sl.No.	Variable Codes	Variables	Available in No.of Archives
1.	ACCBK	Account Books	65
2.	CORRE	Correspondence	72
3.	JOURN	Journals	37
4.	PDEED	Property deeds	66

The second cluster comprising of other types of information sources for which the cluster has been named as "Common Information Sources" (Table 3.22).

TABLE 3.22

CLUSTER II: COMMON INFORMATION SOURCES

Sl.No.	Variable Codes	Variables	Available in No.of Archives
1	ALMAN	Almanac	5
2	BPREG	Baptism registers	18
3	BUREG	Burial registers	21
4	DIARI	Diaries	31
5	DIREC	Directories	36
6	HANDB	Hand books	13
7	MANUA	Manuals	15
8	MGREG	Marriage registers	17
9	MONOG	Monographs	4
10	PALML	Palm Leaves	3
11	PARCH	Parchment	0
12	TRAVE	Travelogues	3
13	OTHER	Others	13

Under this cluster the following types of documents are grouped together. It is interesting to note that non-availability of parchment and very little quantity of palm leaves is due to wide usage of paper. The genealogical records like Baptism Registers, Burial Registers and Marriage Registers are in less quantity in the archives of the Diocesan headquarters. As per Canon Law (Canon 535 § 1-5), they should be maintained in the individual churches (parishes). Such records are available in large quantities in individual churches all over India.

The cluster formation at different distance levels for the types of information sources and their size is presented in Table 3.23.

TABLE 3.23

CLUSTER FORMATION FOR THE TYPES OF RECORDS AVAILABLE IN THE ARCHIVES

Sl.No.	Level	Distance in %	Groups (Represented by the serial Nos.of variables as shown in Fig. 3.10)
1	I	0	1,2,3,4,5,6,7,8,9,10.11,12,13,14,15,16,17
2	II	5	(1,2,3,4,9,10,11); (5,6,7,8,12,13,14,15,16,17)
3	III	15	(1,2,3,4,9,10,11,5,6); (7,8,12,13,14,15,16,17)
4	IV	18	(1,2,3,4,9,10,11,5,6,7,8); (12,13,14,15,16,17)
5	V	25	(1,2,3,4,9,10,11,5,6,7,8,12); (13,14,15,16,17)
6	VI	30	(1,2,3,4,9,10,11,5,6,7,8,12,13,14); (15,16,17)
7	VII	100	(1,2,3,4,9,10,11,5,6,7,8,12,13,14,15,16,17)

ii. Grouping based on Condition of the Records:

The various types of documents available in the Church Archives have been grouped depending upon the condition of the documents by following Average Linkage Method of Clustering. The dendrogram showing the hierarchical clustering of the condition of the documents are given in Fig. 3.11

It is seen in the dendrogram (Fig. 3.11) at 75% level that two interpretable clusters can be identified. The first cluster comprises of variables such as Account books, Correspondence, Journals and Property deeds.

Fig. 3.11

Dendrogram for Size of the Records

Average Linkage Method (Between Groups)
Rescaled Distance Cluster Combine

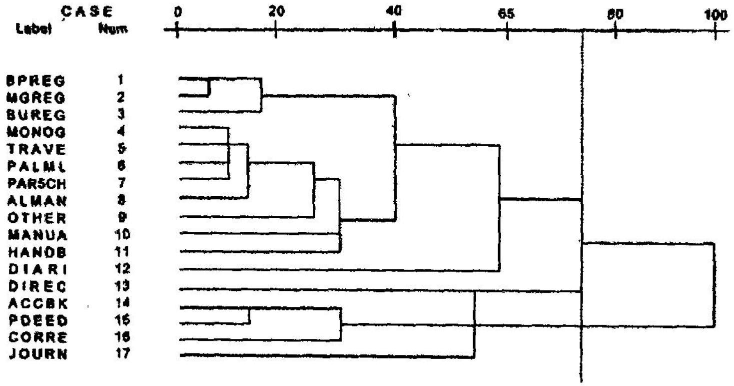


TABLE 3.24

CLUSTER I: WELL MAINTAINED RECORDS

Sl. No.	Variable Codes	Variables	Mutilated	Brittle	Worm infested	Good
1	ACCBK	Account books	3	11	1	50
2	CORRE	Correspondence	1	9	3	59
3	JOURN	Journals	-	-	1	36
4	PDEED	Property deeds	2	14	1	49

The percentage of these documents are ranging from 88 to 97 % (Table 3.10). Since these documents are available more than 50%, they are grouped together. Among the available types of documents, the mutilated documents ranges from 1.5 to 4%, the brittle condition ranges from 12 to 19%, worm infested ranges from 1.5 to 3%. The brittle condition of the documents are higher than the mutilated and worm/insect infested condition. It is due to climatic conditions and the age of the documents. The documents that are in good

condition ranges from 67 to 80%. This cluster can rightly be called "Well Maintained Records".

TABLE 3.25

CLUSTER II: RECORDS THAT NEEDS PROPER MAINTENANCE

Sl. No.	Variable Codes	Variables	Mutilated	Brittle	Worm infested	Good
1	ALMAN	Almanacs	-	-	-	5
2	BPREG	Baptism registers	1	1	1	15
3	BUREG	Burial registers	-	1	1	19
4	DIARI	Diaries	1	1	-	29
5	DIREC	Directories	-	-	1	35
6	HANDB	Hand books	-	-	1	12
7	MANUA	Manuals	2	-	-	14
8	MGREG	Marriage registers	-	2	-	15
9	MONOG	Monographs	-	1	-	3
10	PALML	Palm Leaves	-	-	1	2
11	PARCH	Parchment	-	-	-	-
12	TRAVE	Travelogues	-	-	-	3
13	OTHER	Others	1	1	-	10

In the second cluster, there are thirteen variables clustered together. These documents are available in less quantity in the archives under study ranging from 0% (Parchment) to 50% (Directories). Further, negligible quantity of these documents are not properly maintained. Among them mutilated documents are ranging from 1.5 to 3%, brittle 1.5 to 3% and worm/insect infested altogether 1.5%. The percentage of documents available in good condition are ranging from 3% to 49%. The reasons for not maintaining

the documents is due to untrained personnel and lack of funds. This cluster can be named as "Records that Needs Proper Maintenance".

The cluster formation at different distance levels for the types of information sources and their condition is presented in Table 3.26.

TABLE 3.26

CLUSTER FORMATION FOR THE CONDITION OF THE RECORDS AVAILABLE IN THE ARCHIVES

Sl.No.	Level	Distance in %	Groups (represented by the serial Nos. of variables as shown in Fig. 3.11)
1	I	0	(1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17)
2	II	10	(1,2);(3,4,5,6,7,8,9,10,11,12,13,14,15,16,17)
3	III	15	(1,2,3,4,5,6,7);(3,8,9,10,11,12,13,14,15,16,17)
4	IV	18	(1,2,4,5,6,7,8);(3,9,10,11,12,13,14,15,16,17)
5	V	19	(1,2,4,5,6,7,8,3);(9,10,11,12,13,14,15,16,17)
6	VI	20	(1,2,4,5,6,7,8,3,15,16);(9,10,11,12,13,14,17)
7	VII	25	(1,2,4,5,6,7,8,3,15,16,17);(9,10,11,12,13,14,17)
8	VIII	30	(1,2,4,5,6,7,8,3,15,16,17,9);(10,11,12,13,14,17)
9	IX	35	(1,2,4,5,6,7,8,3,15,16,17,9,10,11,17);(12,13,14)
10	X	58	(1,2,3,4,5,6,7,8,3,15,16,17,9,10,11,1713,14);(12)
11	XI	100	(1,2,3,4,5,6,7,8,3,15,16,17,9,10,11,1713,14,12)

Inferences

From the two hierarchical cluster analysis dendrograms the following inferences have been drawn:

i In both the dendrograms at 75% level two clusters have been formed.

ii The clusters have been named in dendrogram (Fig. 3.10) are "Most Common Primary Sources" and "Common Information Sources".

iii The clusters formed in dendrogram (Fig. 3.11) have been named as "Well Maintained records" and "Records that Needs Proper Maintenance".

iv Incidentally in both the clusters in the dendrograms, the same type of documents have been grouped.

v However the order of the documents vary within the same cluster.

vi It is also observed that the order of occurrence of documents varies within the same cluster in both the dendrograms.

3.6 BARRIERS IN THE MAINTENANCE OF CHURCH ARCHIVES

From the foregoing analysis it is seen that each church is maintaining archival materials in one way or other but not effectively on scientific lines. At the same time some hurdles are noticed that come in the way of the proper maintenance of those church archives. Therefore, the investigator sought the opinion of the respondents to identify the barriers that hinders the better information management in church archives. The following barriers are identified for which the scores of the respondents are given in the Table 3.27.

TABLE 3.27

BARRIERS IN THE MAINTENANCE OF CHURCH ARCHIVES

Sl.No.	Barriers	Agree	%
1.	Lack of sufficient funds	72	97.2
2.	Lack of trained personnel	73	98.6
3.	Lack of institutional support	65	87.3
4.	Lack of guidelines / standards to prepare bibliographic records for archival materials	74	100.0
5.	Lack of policy by the church authorities	65	87.3
6.	Lack of recognition for the archives information	35	47.3
7.	Lack of physical facilities	20	27.1
8.	Lack of awareness on the current trends in the information management of church archives	70	94.6
9.	Lack of coordination among the church archives	74	100.0
10.	Lack of periodic care and maintenance activities	25	33.8
11.	Lack of reformatting procedures using IT such as microfilming, digitization etc.	74	100.0

It is seen from the Table 3.27 that as many as eleven barriers are identified that hinders the proper information management in church archives under study. The prominent barriers, "Lack of reformatting procedures using IT such as microfilming, digitization etc.", "Lack of guidelines/standards to prepare bibliographic records for archival materials", and "Lack of coordination among the church archives", are rated high (100%) by the respondents.

This is followed by other barriers, such as, "Lack of trained personnel" (98.6%), "Lack of sufficient funds" (97.2%) and "Lack of awareness on the current trends in the information management of church archives" (94.6%). The low scoring for the reasons such as, "Lack of periodic care and maintenance activities" (33.8%), "Lack of physical facilities" (27.1%) and "Lack of recognition for the archives information" (47.3%) indicates the significance attached by the church authorities to the archival materials. Further, it can be inferred that the church authorities are taking efforts for the maintenance in spite of the barriers such as finance and trained personnel, etc.

Therefore in the next Chapter, keeping in view of the findings of the survey, an attempt has been made to make an in depth study of a specific church archives namely, Archives of Archdiocese of Madras – Mylapore, which is the oldest in south India. The findings of the case study would help in the generalisation of the findings of the survey.

REFERENCES

1. The Catholic Directory of India (1998). New Delhi: CBCI Centre.
2. The Canon Law Society of Great Britain and Ireland (1983). The Code of Canon Law, London: Collins. pp. 86-88.
3. The Canon Law Society of Great Britain and Ireland (1995). The Canon Law Letter and Spirit, Geoffrey Chapman, London. pp. 272-273.
4. ibid. pp. 271-272.
5. ibid. p. 268.
6. ibid. pp. 272-273.

7. The Pontifical Commission for the Cultural Heritage of the Church (1997). (Circular Letter). The Pastoral function of Church Archives, Vatican city. pp. 16-30.

8. Kothari, C. R. (1997). Research Methodolgy, 2nd ed. New Delhi: Wishwa Prakashan. p. 161.

9. Vasantha Kumaran, T. and Antony Norbert, S. (1997). Statistics Made Easy for Social Scientists. Colombo: Dharshana Publications. pp. 35-36.

10. http://www.staff.livjm.ac.uk/phaprowe/procedures/tukey.htm

11. Aldenderfer, Marks and Blashfield, Roger K. (1984). Cluster Analysis, London: Sage Publication. p. 7.

12. Johnson, Richard. A. and Whichern, Dean W. (1996). Applied Multivariate analysis, New Delhi: Prentice Hall of India. p. 575.

13. Aldenderfer, Marks and Blashfield, Roger K. (1984). op cit. p. 8.

14. ibid. p. 9.

CHAPTER 4

CASE STUDY OF THE CATHOLIC CHURCH ARCHIVES OF MADRAS – MYLAPORE

4.1 INTRODUCTION

The present Archdiocese of Madras and Mylapore is an amalgamation of the ancient (former) Diocese of Mylapore and little over a century old (former) Archdiocese of Madras. An outline of history of both the ecclesiastical units becomes necessary to have a full picture.

The reference to the preservation of religious papers dates back to 1775 in the Archdiocese of Goa[1]. In Mylapore, however, Dom Theotonio Emmanuel Ribeiro Vieira de Castro (1899-1922), Bishop of Mylapore appointed a committee to put order in his Diocesan Archives only in 1900 AD[2].

The Church Archives in Madras-Mylapore holds a great deal of records, manuscripts, directories, annuals and registers. All these documents are of historic value of the Missionary activities of the Church in India. Due to lack of an archival program (arrangement, appraisal, description and preservation), access to these records has become difficult. These records are useful sources for all researchers and information seekers who study the history of missionary activities of Christianity and its impact in India. Therefore, the question of designing an archival information retrieval system becomes imperative.

4.2 GENESIS OF THE ARCHDIOCESE OF MADRAS – MYLAPORE

The Archdiocese of Madras – Mylapore dates back to 1606 A D when the Diocese of Mylapore was created and, subsequently, in 1832 the same was divided and Vicariate Apostolic of Madras created (later in 1886 it was raised to an Archdiocese of Madras). These two dioceses were amalgamated in 1952 to be known as Archdiocese of Madras – Mylapore.

4.2.1 Diocese of Mylapore

The establishment of this diocese is closely linked with certain agreements (concordats) made between the Holy See (Rome) and the Kings of Portugal during the 15th and 16th Centuries A.D. This System of Concordats is called the 'Jus Patronatus' of the right of Patronage. In Portuguese this system has been called the 'Royal Padroado'. By virtue of such concordats, the Kings of Portugal undertook to evangelise the countries conquered by them and for this purpose, the Holy See (Rome) granted the King certain faculties (authority) and privileges. The chief among these privileges was the right of presenting (appointing) suitable persons (candidates) to be Bishops of dioceses established in the conquered or colonised territories. To these extraordinary privileges, serious obligations were also attached. The Royal Patron had the duty to build and maintain the churches, convents, oratories, etc. that might be needed in course of time for pastrol use, to restore or repair them and provide them with all that was required for the maintenance of cult and worship; to depute rectors, vicars, chaplains and other beneficiaries necessary for the spiritual needs of the faithful and to support them with adequate salaries[3].

In 1606, Diocese of Mylapore was established as the third diocese in India. Before its establishment, it was under the jurisdiction of the Bishop of Cochin. The Diocese of Cochin was then extending up to the Port of Bengal, Coromandel, Orissa and Pegu as per the decree of establishment dated 4th February 1557. The Bishop at that time by name Andrea de Santa Maria expressed to the Holy See his great difficulties to attend to the pastoral needs of such an extensive territory. The King of Portugal at that time Dom Philip presented a petition to Pope Paul V, submitting that it was (to quote the decree) "quite necessary for the enhancement of Divine Worship and the propagation of the Catholic faith to raise to,

and to establish as, a Cathedral, the Church of the borough of 'San Thome' of the city called Meliapor (Mylapore) situated in the Diocese of Cochin, because there (San Thome) lay buried the body of St.Thomas and there had been founded and were in existence a convent of the Friars Preachers, another of Hermit Friars of the order of St.Augustine and a third house of the religious of the Society of Jesus" [4].

Accordingly, Pope Paul V established the Diocese Mylapore on 9th January 1606 A.D. The decree of establishment placed the new diocese under the Archdiocese of Goa; and "Port of Bengal and Coromandel where the city of Meliapor lies, Orissa and Pegu", under the jurisdiction of the new Bishop. The Decree at the same time appointed Dom Sebastiao de S.Pedro, of the order of St.Augustine as its first Bishop, presented by the King[5].

Table 4.1 presents the chronological list of Bishops who served the diocese of Mylapore

TABLE 4.1

LIST OF BISHOPS OF MYLAPORE[6]

Period	Name of the Bishops
1606 – 1615	Dom Sebastiao de San Pedro
1615 – 1634	Dom Luiz de Britto e Manezes
1634 – 1637	Dom Luiz Paulo da Estrella
1637 – 1693	During this time the Diocese of Mylapore was governed either by Bishop-elect, Episcopal governors or Vicar Generals
1693 – 1710	Dom Gaspar Alfonso Alvares
1710 – 1715	Dom Francisco Laynes

1715 – 1723	Dom Manoel Sanches Golao
1723 – 1725	Dom Eugenio Trigueiros
1725 – 1745	Dom Jose Pinheiro
1745 – 1750	Dom Antonio de Incarnacao
1750 – 1755	Dom Theodoro de Santa Maria
1755 – 1780	Dom Bernardo de S. Caetano
1782 – 1788	Dom Antonio da Assumpcao
1788 – 1800	Dom Manoel de Jesus Maria Jose
1805 – 1811	Dom Joaquim de Menezes e Athaide
1811 – 1826	During this time the Diocese was governed by Episcopal Governors or Administrators
1826 – 1828	Dom Estevao de Jesus Maria
1828 – 1886	During this time the Diocese was governed by Bishop-elect, Episcopal governors, Vicar Generals, Committee Members and so on
1886 – 1897	Dom Henry Joseph Reed da Silva
1897 – 1899	Dom Antonio de Souza Barroso
1899 – 1929	Dom Theotonio Emmanuel Ribeiro Vieira de Castro
1929 – 1933	Dom Antonio Maria Teixeira
1934 – 1937	Dom Carlos De Sa Fragoso
1937 – 1951	Dom Manuel De Medeiros Guerreiro

4.2.2 Archdiocese of Madras

According to early history, serious attempts were made to convert the Telugus at Chandragiri, the Capital of the Raja

of Vijayanagar during the period 1601-1640. The founder of this mission was Fr.Francis Ricci S.J. During the period 1640 – 1800, Fr.Robert de Nobili S.J. had begun at Madura, a new method of missionary work by adapting himself to the ways of Brahmin Sanyases. Karnatic Mission was entrusted to French Jesuits in 1704 and in 1773 after the suppression of the Society of Jesus (S.J), and was administered by the Paris Foreign Mission Society (M.E.P). During 1800 – 1835, due to the suppression of the Jesuits, the Telugu Missions were partly deserted. A few Capuchins, Carmelites and Theatines from Goa took over the important stations[7].

Later due to some dispute between the Capuchins and the Bishop of Mylapore in whose territory they were working, Dom Pedro de Alcantara, Vicar Apostolic of Bombay was sent in 1819 as Visitor Apostolic to Madras to make certain ecclesiastical adjustments between them and the Diocese of Mylapore in order to bring about a state of harmony. The inability of Dom Pedro de Alcantara to effect a settlement gave occasion to the Holy See to create a Vicariate Apostolic of Madras on a new footing regardless of the Capuchins and independent of Mylapore[8].

The Vicariate Apostolic of Madras was created on 4th July 1832 and confirmed on 25th April 1834 with the creations of the Vicariate Apostolic of Madras. There were two Bishops in the City of Madras, one Vicar Apostolic in Madras and a Bishop in Mylapore and thus for the first time a system of double jurisdiction began. This Vicariate Apostolic was raised to an Arch Episcopal See (Archdiocese) through an epoch making document in the history of India is the Papal Bull "Humanae Salutis Auctor" of Pope Leo XIII dated 1st September 1886[9].

Table 4.2 presents the list of Vicar Apostolics and Archbishops of Madras arranged chronologically.

TABLE 4.2

LIST OF VICARS APOSTOLIC AND THE ARCHBISHOPS OF MADRAS[10]

Period	Name of the Vicars Apostolic and the Archbishops
1832	Rt. Rev. John Bede Polding
1833	Rt. Rev. Padro de Alcantara
1834 - 1840	Rt. Rev. Daniel O'Connor
1838 - 1841	Rt. Rev. Patrick Joseph Carew
1841 - 1868	Rt. Rev. John Fennelly
1868 - 1880	Rt. Rev. Stephen Fennely
1882 - 1911	Most Rev. Joseph Colgan
1902 - 1928	Most Rev. John Aelen
1928 - 1935	Most Rev. Eugene Mederlet
1935 - 1952	Most Rev. Louis Mathias

On 18th July 1950 the Holy See (Rome) and Government of Portugal entered into a new concordat. Portugal on its own accord renounced the privilege granted to it of presenting the candidate to the Bishoprics of the Padroado Diocese in India. This concordat was ratified on 10th October 1950 and from that day the Diocese of Mylapore came under the jurisdiction of the Sacred Congregation of Propaganda Fide, Rome[11].

4.2.3 Archdiocese of Madras and Mylapore

By the Apostolic Constitution "Exprimaevae Ecclessae" of 13th November 1952, portions of the Archdiocese of Madras and the Diocese of Mylapore were dismembered. From the western portion of the Archdiocese of Madras, the Diocese of Vellore was created. The extreme southern portion of the Diocese of Mylapore was created into the Diocese of Thanjavur. From the remaining portions a new Archdiocese

was created, to be known as the Archdiocese of Madras – Mylapore. The Last Bishop of Mylapore Dom Manuel De Medeiros Guerreiro was transferred on 2nd March 1951 to the See of Nampula in Mozambique in Portuguese East Africa. He left Mylapore on 21st April 1951. On 14th November 1952, Most Rev Dr.Louis Mathias was transferred from the old Archdiocese of Madras to the New Archdiocese of Madras – Mylapore and on 29th November 1952 he took charge of the new Archdiocese. The Archdiocese comprises of the great City of Madras and Chingleput District (today city of Chennai, Kanchepuram and Tiruvallur Districts in Tamil Nadu) [12].

Table 4.3 provides the list of Archbishops of Madras – Mylapore and Table 4.4 the list of Auxiliary Bishops of Madras – Mylapore.

TABLE 4.3

LIST OF ARCHBISHOPS OF MADRAS – MYLAPORE[13]

Period	Name of the Archbishops
1952 – 1965	Most Rev. Dr. Louis Mathias
1966 – 1987	Most Rev. Dr. R. Arulappa
1987 – 1993	Most Rev. Dr. Casimir Gnanadickam
1994 –	Most Rev. Dr. Arul Das James

TABLE 4.4

LIST OF AUXILIARY BISHOPS OF MADRAS – MYLAPORE

Period	Name of the Auxiliary Bishops
1952 – 1965	Rt. Rev. Francis Arthur Carvalho
1978 – 1981	Rt. Rev. Michael Augustine
1998 -	Rt. Rev. Lawrence Pius

4.3 ARCHIVES OF THE ARCHDIOCESE OF MADRAS - MYLAPORE

Bishop Dom Thotonio Emmanuel Ribeiro Vieira de Castro (1899 – 1929) had appointed a Commission of Priests in 1900 to put his Diocesan Archives in order and draw up a Catalogue of the detached papers. Fr Durando, the Archivist and his assistant were managing the affairs of the Archives. The members of the Commission received a large bundle of papers and were requested to make abstracts of them. After the papers had been roughly classified by subjects, dates or place of origin, each paper was given a number, from 8 to 6496. The only drawback in this work of numbering is that the commission had not considered the chronological order of the documents. The commission studied only the papers belonging to eighteenth and nineteenth century. However, it has been observed that a large number of documents have not been included in the abstracts and that the catalogue which the Commission prepared was incomplete[14]. The investigator tried to trace the Catalogue prepared by the Commission, but in vain.

Further, it has been observed that the documents from 1781 only were available in the Archives, though the Diocese was established in 1606. It has been reported that all earlier documents were either destroyed or carried off by the soldiers of Haidar Ali about 1780, in an attack on the town[15].

4.3.1 Types, Quantum and Growth of the Archival Materials

The documents available in the Archives are of great historic and cultural value. These documents date back to the 18th century.

Types of documents : The archival collection consist of primary and secondary sources. The primary sources include: Account books, Correspondence, Diaries, Palm Leaves,

Property deeds, Periodicals/Journals, News Letters and other items like Photographs, Maps, Land and Building drawings, the Genealogical records: Baptism registers (birth), Marriage registers and Burial registers (death). On the other hand, the secondary sources include: Almanacs, Directories, Hand books, Annuals and rare books.

Quantum of documents : Account books, Diaries, Periodicals/ Journals, Almanacs, Directories, Hand books, Annuals, News Letters and Genealogical records are in bound volumes; Correspondence, Property deeds, Maps, Land and Building drawings are in loose sheets (detached papers). Some Correspondence sheets are stitched and made into volumes. The Correspondence comprises of regular interaction between the diocese and the Vatican (Rome), other dioceses, Government, Parishes, establishment of different Dioceses, Circulars, Pastoral letters, etc.

Account books, Diaries, Almanacs, Hand books, Annuals, News Letters are in large quantities (470 Volumes); Periodicals/Journals (200 Volumes); Directories (109 Volumes); Genealogical records: Baptism (birth) registers (328 Volumes), Marriage registers (163 Volumes), Burial (death) registers (128 Volumes). The Correspondence (loose sheets/detached papers) are stored in cardboard boxes. There are 190 boxes, each containing approximately 250 documents. Property deeds, drawings are also in large quantities stored in plastic pouches, Palm leaves, mainly property deeds, are in very negligible quantity. Photographs are stored in photo albums.

As the fifth law of Library Science states that "Library is a growing organism", so also the Archival collection keep growing in volume and size in terms of correspondence, genealogical records, periodicals/journals and property deeds every year as the church activities continue.

4.3.2 Location of the Archives:

The Archives is located in one of the rooms of the Archdiocesan head quarters in the Metropolitan city of Madras (Chennai). The tropical climate, the nearness to the sea shore, and the humid climate affect the archival materials. (Normal temperature during the year is 36° Centigrade, and in summer, it touches 44° Centigrade and the humidity ranges from 80% to 98%).

4.3.3. Infrastructure facilities

The Archdiocese has made very little effort to provide infrastructure facilities like manpower, building, furniture, equipment and finance. It has assigned the Chancellor (clergy/ priest) to be in-charge of the archives. The Chancellor (Archivist) is a part-timer and untrained in the archival / records management. There is no assistant who could look after the archives full time. The Archdiocesan archives has no building of its own where it can locate its holdings, and provide for a reception room, research cubicles for scholars, preservation process laboratory, archivist's room, etc. There are only wooden cupboards with glass doors where the materials are stored. All the loose sheets/detached papers are stored in highly acidic boxes. Equipments like Vacuum cleaner, Computer and Photocopying machine are available. There is no indication on the building / room announcing the location of the diocesan archives. Due to lack of regular financial allocation, the archival collection is not maintained properly so as to promote dissemination and utilisation of information.

4.3.4 Processing and Preservation

One of the major activities is to process and preserve the archival holdings. Since no trained personnel have been appointed, there is very little processing and preservation being done. The materials are just stored in highly acidic

cardboard boxes and shelved in the wooden cupboards. The holdings are broadly classified, and there is no list or catalogue of the holdings. No temperature control devices are used to safeguard the materials from high humidity and no preservation techniques are applied to conserve the materials except for some property deeds which have undergone chiffon hand lamination. There is no practice of spraying insecticides to keep the insects out. Hence, there is a dire need for processing and preserving the archival materials of the Archdiocese of Madras - Mylapore.

4.4 GENERAL OBSERVATIONS

An in-depth study of the archives has indicated that there is no archival programme to provide adequate care for the archival records and also provide services to the diocesan officials and other research scholars. On the basis of a study of the condition of records and administration of the archives which included interviewing the personnel concerned, the following are the observations:

i The materials in the archives need serious archival processing and preservation.

ii A large quantum of archival records in the individual parish churches have received very little attention.

iii There is no policy that provides for a regular Record Management System and orderly transfer of archival records from the individual parishes (churches) to the diocesan archives.

iv The diocesan archives provide little assistance to the Parish Archives and other bodies associated with it.

v The diocesan archival activities are hard hit due to lack of funds.

4.4.1 Lack of Processing and Preserving Archival Records

The Archives is situated in one of the rooms of the Diocesan head quarters. When one enters that archives room, it is easy to become impressed with the orderly appearance of the archives boxes, cupboards and storage containers. But there is no detailed catalogue or listing of records or any finding aids. The records are not arranged or placed in the acid-free envelopes / boxes. This creates a formidable challenge to provide any substantive archival services to diocesan officials and other researchers.

Moreover, the archival holdings have preservation problems – most of the records are in acidic folders and clamped or stapled with corrosive fasteners and bundled with highly acidic and brittle paper. The tropical climate, the nearness to the sea shore and high humidity, have contributed to making the archival records vulnerable and brittle. Nearly 80% of the records are infested with silver fish, book worms which have damaged the records to a great extent. The records are not treated or subjected to any conservation techniques like chiffon or tissue paper hand lamination using paste or acetone, and / or deacidification processes. Without any processing and preservation, it becomes difficult to maintain the archival records and to retrieve information from these valuable records.

4.4.2 Lack of Coordinated Archival Programme

The primary purpose of any archival programme is to identify and ensure the preservation and use of Diocesan Archival records. There are a large amount of archival records located in different departments of the Diocese within the same building viz., property, social work, marriage tribunal files, legal records and so on. The same is true for the parish records viz., Baptism, Marriage, Confirmation, Burial

registers and other important archival records. There are gaps in the period from the beginning of seventeenth to middle of eighteenth century. This gap prompts one to wonder whether these records are located elsewhere or held in other institutions or lost. This situation is due to the absence of any coordinated archival Record Management System. The creation of a more comprehensive archives programme is necessary. Without this determination, it is inevitable that important records will be lost, causing difficulties both for the ongoing administration of the dioceses and for researchers needing access to the archival records.

The scattered nature of the Diocese's archival records is further aggravated by two omissions. First, there is no Records Management Programme that provides for the orderly transfer of valuable records to the diocesan archives when these records' usefulness as current records needing to be maintained in the offices comes to an end. There is no retention policy followed in the Diocesan Archives. A good Record Management System itself provides for the maintenance and preservation of records at the early stage even before transfer of records to the archives. This reduces the cost of preservation at the Diocesan Archives

Second, the present diocesan archives has no coherent acquisition policy (or mission statement). It does not seem to distinguish clearly between official diocesan records, the records of other Catholic organisation in the geographical area. This situation seems contrary to the following statement of purpose for the diocesan archives - "the primary function of the diocesan archives is to collect, preserve, organise, describe and make available for purposes of reference and research, all administrative, fiscal, legal and sacramental records of the diocese which have permanent or continuing historical value"[16].

4.4.3 Lack of Leadership

The relationship between the diocesan archives, parishes and other catholic institutions is very essential. One hundred and forty two parishes have played important role in the Catholic history in the region. It has become more difficult and challenging to preserve the official Parish records. The diocesan archives should provide assistance with archival expertise to these parishes and institutions to help them determine how best to preserve their historical records.

The diocesan archives need to provide leadership by example and through workshops, advice and other means to ensure that the history of Catholicism in the geographical area is well documented. Leadership in defining the role of the diocesan archives programme is very much an issue to be resolved.

4.4.4 No Separate Allocation of Funds for the Archives

On a close scrutiny of the past diocesan budgets and account books, no separate allocation was made for archival maintenance. Due to lack of regular budget, the archival functions have suffered much. This has restricted the purchase of equipments like Air-conditioners, dehumidifiers, acid-free boxes, computers and so on. In short, the present archival facilities are inimical to support an effective and useful modern archives programme due to lack of budget allocation for this purpose. This is mainly due to the fact that Priests and Bishops lack awareness in the usefulness of archives for a study of the past and effective management of the present.

4.5 MEASURES TO OVERCOME THE PROBLEMS OF THE ARCHIVES

To overcome the problems encountered in relation to archives, it is suggested to process and preserve the archival records.

4.5.1 Microfilming of Records

One of the forms of preservation suggested is Microfilming. It is internationally adopted form of preservation of archival records, though the digitization is gaining momentum using computer technology.

Microfilming is one form of the preservation technique, usually on roll film, is a long-standing method of creating a duplicate copy of papers which are irreplaceable or which must be retained indefinitely in their original format. The main function of microfilming is to record, at a greatly reduced size, information contained in documents and thereby reduce the required storage space of original documents by approximately 95 per cent. Microfilming is the only means at present time, of assuring large-scale preservation of documentary resources. This is particularly useful in archives, as the cost is also low on par with photocopying[17].

The main advantages of microfilming are, ease of access, less retrieval time, file integrity, ease of dissemination of information via duplicates, and lower postal costs when information is to be sent to other locations. Film will occupy less space ,and properly stored in accordance with archival standards, is less liable to damage than photocopying. It can also offer advantages in the safe keeping of vital records, and has the built-in advantages of providing protection to the original materials from a variety of use hazards: wear and tear, mutilation or alteration. It is far more difficult to tamper with or extract a frame from roll, than to take loose and bound document from a file or book. The compactness of roll film, particularly cassette, can considerably simplify security control and documentation procedures. If properly filmed, processed, stored and handled with care, it will last as long as acid-free paper[18].

A project to microfilm the individual church records like Baptism registers, Marriage registers and Burial registers of

53 Parishes which were established between 1515 to 1965, with the help of 'Genealogical Society of Utah', USA was undertaken by the Investigator. The reason for not including those parishes established after 1965 is that the records of those churches are relatively in good condition. Of the 47,161 pages microfilmed (42 rolls of 35 mm film), 80 per cent of the records were found to be legible but brittle; 15 per cent was found to be very badly damaged, worm infested, stained but legible; and 5 per cent was mutilated and needed to be restored before microfilming. The detailed list of the same is given as APPENDIX C.

This microfilming project itself proved to be a landmark in the management of the Archives of Madras - Mylapore and has been found to be of great use to the subsequent historians and research scholars. List of microfilmed documents has been placed on Internet with due acknowledgement by Mr Peter Bailley of England.
URL: http://www/ozemail.com.au

4.5.2. Technical Processing of Archives

Arrangement is essentially an analytical process. It is intellectual, rather than physical. As Schellenberg said:

Basic to practically all activities of the archivist is his analysis of records. The analysis involves him in studies of the organisational and functional origins or records to obtain information on their provenance, subject, content and interrelations..... Analytical activities are the essence of an archivist's work; the other activities that are based on them are largely of a physical nature[19].

The work in archival arrangement, therefore, includes three elements:

- The physical operations of sorting the material
- The intellectual operations of analysis

- The management operations of determining levels and disposing of the materials for future action[20].

The two rules of procedure under which arrangement is carried out are:

- Provenance: the archives of each originating agency should be kept together and managed as a unit.
- Original order: within each unit of provenance, materials should be arranged in accordance with the order determined by the originating agency, or by subsequent administrations in which they were used as current records[21].

The aim of classification scheme is to improve compatibility between descriptions so that the archivists could avoid duplicate analysis and research. The archivists should consider using existing classification systems if a satisfactory scheme exists, introducing local variations to accommodate any unique features if any. There are different kinds of classification schemes: some based upon the physical form of the archival materials, some based upon the origin and content of archives and some others based on the mixture of one or more elements. Classification based on subjects are not suitable for the structural description of archives. Classification schemes are suitable for application to archives where:

- the classification scheme is based upon the administrative structure and functions of the originating organisation, and not upon subject;
- the originating organisation is one of several which have the same title, administrative structure, or general character, each organisation operating in a different territory or with some other individuating characteristic;
- the archive is complex enough to demand the use of a classification scheme.

However classification schemes which are current in the library or museum communities could be used for structuring secondary finding aids, such as indexes, and may be included in future authority lists[22].

As stated earlier, the Commission of Priests undertook the task of technical processing but succeeded only in roughly classifying by subject, dates or place of origin and giving number from 8 to 6496 but could not arrange it chronologically. The catalogue of archival materials prepared by the said Commission is not traceable. The number affixed on the documents was identified and then the documents were arranged in chronological order. The documents belonging to 18th and 19th century, some in bound volumes and many as detached papers mostly in French, Latin and Portuguese languages, have been listed/catalogued.

The list/catalogue (APPENDIX D) comprises of two parts:

a. Bound Volumes: This is listed under following headings: Sl. No. date of beginning, origin and nature.

b. Detached papers: This list gives the details of the documents relating to Church in Bengal, Burma, and other parts of India under the titles: Sl. No., No. affixed on the document, language, date and a brief description of the content.

4.6 CONCLUSION

The case study reveals the present State-of-the-Art and identifies certain lacunae such as: lack of proper processing and preserving archival records, lack of coordinated archival program, lack of Record Management System, lack of leadership by the Diocese, and no separate allocation of funds for the Archdiocesan archives of Madras-Mylapore. There is an ample scope for improvement and reorganisation of the archives. Based on the observations, some recommendations have been offered to improve the condition of the archives in the concluding Chapter.

REFERENCES

1. Goa, Directorate of Archives (1995). Historical Archives of Goa 1595 - 1995, Panaji : Directorate of Archives, Archaeology and Museum. pp. 2-3.
2. Indian Historical Records Commission (1922). Proceedings, Vol.1, Calcutta : Superintendent Government Printing. p. 59.
3. Arulappa, R. (1986). An outline of the History of the Archdiocese of Madras and Mylapore, Madras: San Thome. pp. 1-2.
4. ibid. pp. 2-3.
5. ibid. p. 3.
6. Vijay Kiran, A. (comp.) (1996). Directory 1996 – Archdiocese of Madras – Mylapore, Chennai: Archbishop's House. p. 10.
7. Arulappa, R., op. cit., pp. 16-17.
8. ibid. pp. 21-22.
9. ibid. pp. 22-24.
10. Vijay Kiran, A., op. cit., p. 11.
11. Arulappa, R., op. cit., p. 58.
12. ibid. pp. 58-61.
13. Vijay Kiran, A., op. cit., p. 11.
14. Indian Historical Records Commission (1922). op. cit., p. 59.
15. ibid. p. 60.
16. Cox, Richard J. (1992). Managing Institutional Archives : Fundamental Principles and Practice, New York : Greenwood Press. p. 241.

17. The Archives Office of New South Wales. (1983). Microfilming of Records, Sydney: The Archives Authority of New South Wales. pp. 1-2.

18. ibid. pp. 4-5.

19. Schellenberg, T R. (1956). Modern archives: Principles and techniques, Chicago: The University of Chicago Press. p. 118.

20. Cook, Michael. (1993). Information management and archival data, London: Library Association Publishing. p. 61.

21. ibid. p. 62.

22. Cook, Michael and Procter, Margaret. (1989). A Manual of archival description, London: Gower. pp. 49-50.

CHAPTER 5

DESIGN AND DEVELOPMENT OF DATABASE FOR CHURCH ARCHIVAL MATERIALS

5.1 INTRODUCTION

One of the objectives of this study is to design and develop a database for records maintained in the Church Archives. This would facilitate for the effective bibliographic organisation of the information materials. It provides means for the retrieval of the valuable information stored in the archives and to have an easy access to the archival materials for research scholars, historians and church personnel, etc. Therefore, in this Chapter an attempt has been made, to create a database for church archival materials based on the guidelines suggested by Cook and Proctor[1] in the work entitled "Manual of Archival Description", 2nd Edition (MAD2).

5.2 DATABASE OF THE ARCHIVAL MATERIALS

Database of the archival materials contains references to manuscripts: (bound volumes and detached papers), palm leaves, parchment, genealogical records (baptism, marriage and burial registers), property deeds, rare and out of print books, journals / periodicals and cartographic and micrographic materials, etc. The fields in this database varies from document to document. Therefore different fields are created for different types of documents. This database is a key to both the information retrieval services and house-keeping operations in archives.

Handling the database of the archival materials consists of three distinct activities. They are as follows:

1. Creation and maintenance of data files
2. Provision for interactive access
3. Facility for printing outputs

5.3 STRUCTURE OF *DOCCAM* PACKAGE

For the purpose of organising Church Archival Materials a Software package has been prepared using Microsoft Access as the back end with Visual Basic (VB) as front end. This package has been designed and developed keeping in view of the possible types of information sources being collected, stored and processed in Church Archives. This facilitates for the effective bibliographic organisation of church archival materials. This package is named as DOCCAM which stands for "Documentation of Church Archival Materials". This package has 8 components as provided in Table 5.1. Each component deals with a specific type of archival materials.

TABLE 5.1

LIST OF TABLES USED FOR DOCCAM PACKAGE

Sl.No.	Name of the Table	Description
1.	ACCOUNT BOOKS	Account Books data
2.	BOALMOHACO	Books, Almanacs, Monographs, Handbooks and Correspondence data
3.	DIARIES	Diaries data
4.	DIRECTORIES	Directories data
5.	JOURNALS	Journals data
6.	PROPERTY DEEDS	Property deeds data
7.	REGISTERS	Baptism, Burial and Marriage Registers data
8.	TRAVELOGUES	Travelogue data

Database structure and different fields used in different tables are shown in APPENDIX - E

Opening screen of this package displays **Splash Form, Login with password ID,** as shown in Fig.5.1 and Fig. 5.2.

Fig. 5.1

Splash Form

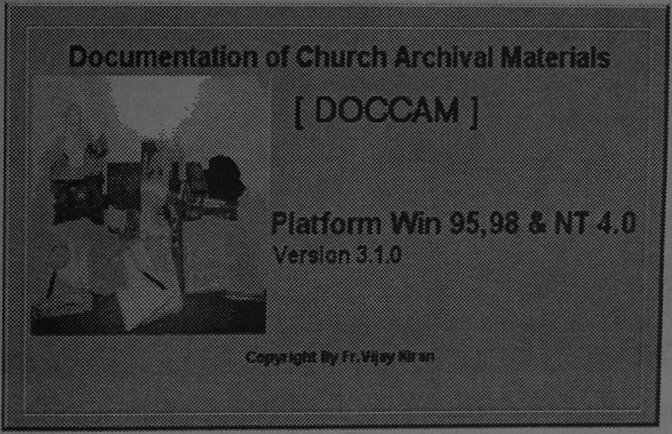
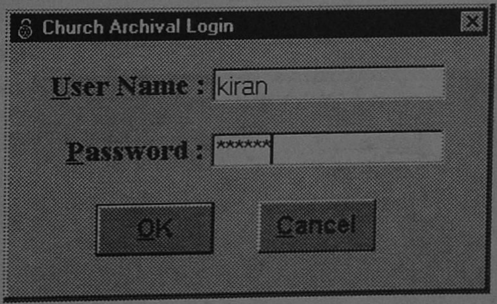


FIG. 5.2

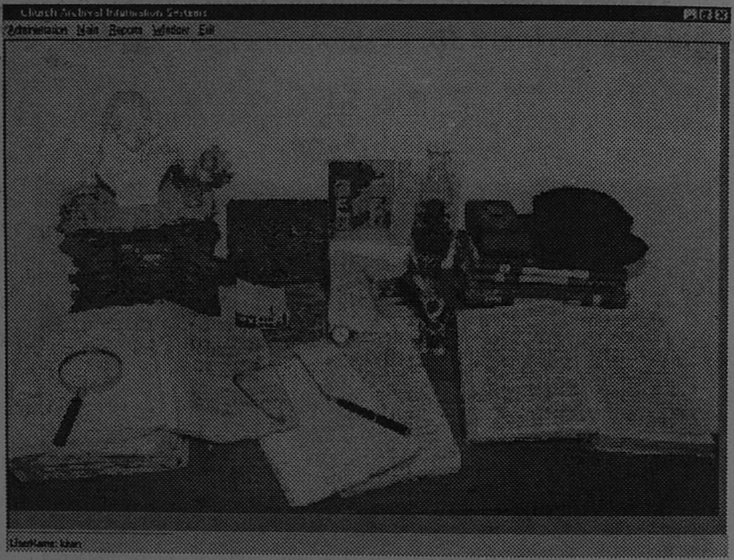
APPLICATION LOGIN FORM



The main form consists of different menus like 'Administration', 'Main', 'Reports', 'Windows' and 'Exit' as shown in Fig. 5.3.

FIG. 5.3

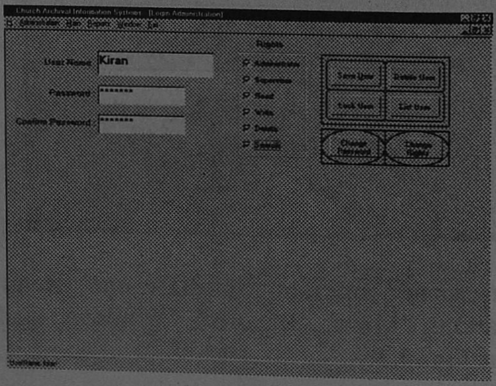
MAIN FORM



The Login Administration Form permits the Administrator and the Supervisor to open with user ID and password which has to be filled on the screen. For others, provision has been made as guest users as shown in Fig. 5.4.

FIG. 5.4

LOGIN ADMINISTRATION FORM



In the Login Administration Module, the Administrative staff can only 'Add', 'Modify' or 'Delete' users and provide other users with required rights and securities.

5.4 SCREEN FORMATS

5.4.1 Input and Output Screen formats

The **Input Screens** and **Output Screens** for different components such as Account Books; Books, Almanacs, Monographs, Hand books and Correspondence (BOALMOHACO); Diaries; Directories; Journals; Property deeds; Registers and Travelogues are shown in Figs. 5.5 to 5.20.

FIG. 5.5

INPUT FOR ACCOUNT BOOKS

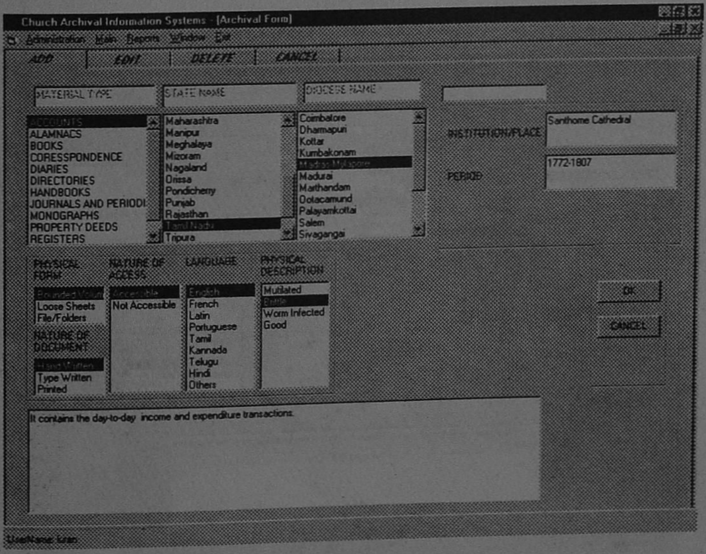


FIG. 5.6
OUTPUT FOR ACCOUNT BOOKS

Accession Number	:	1
Institution/Place	:	Santhome Cathedral
Period	:	1772-1807
Language	:	English
Physical Form	:	Bound Volume
Nature of Document	:	Hand Written
Physical Condition	:	Brittle
Diocese	:	Madras-Mylapore
State	:	Tamil Nadu
Restriction on use	:	Accessible
Description	:	It contains the day-to-day income and expenditure transactions.

FIG. 5.7
INPUT FOR BOOKS, ALMANACS, MONOGRAPHS, HAND BOOKS, CORRESPONDENCE
(BOALMOHACO)

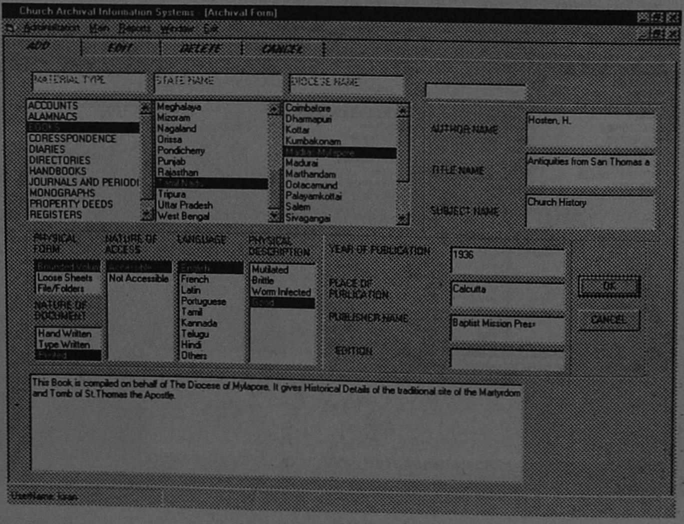


FIG. 5.8
OUTPUT FOR BOOKS, ALMANACS, MONOGRAPHS, HAND BOOKS, CORRESPONDENCE (BOALMOHACO)

Accession Number	: 1
Type of Material	: BOOKS
Author	: Hosten, H.
Title	: Antiquities from St. Thomas and Mylapore
Subject	: Church History
Year of Publication	: 1936
Place of Publication	: Calcutta
Publisher Name	: Baptist Mission Press
Language	: English
Edition	: -
Physical Form	: Bound Volume
Nature of Document	: Printed
Physical Condition	: Good
Restriction on Use	: Accessible
State	: Tamil Nadu
Diocese	: Madras-Mylapore
Description	: This Book gives Historical Details of the traditional site of the Martyrdom and Tomb of St.Thomas the Apostle.

FIG. 5.9
INPUT FOR DIARIES

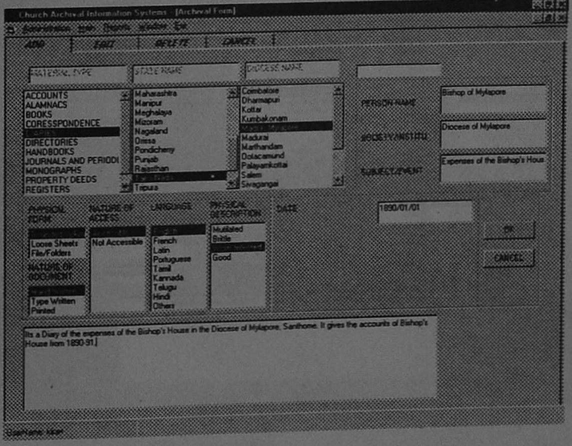


FIG. 5.10

OUTPUT FOR DIARIES

Accession Number	:	1
Name of Person	:	Bishop of Mylapore
Institution	:	Diocese of Mylapore
Language	:	English
Physical Form	:	Bound Volume
Nature of Document	:	Hand Written
Physical Condition	:	Worm Infected
Restriction on use	:	Accessible
Diocese	:	Madras-Mylapore
State	:	Tamil Nadu
Subject	:	Expenses of Bishop's House
Date	:	01/01/1890
Description	:	It is the Diary of Expenses of the Bishop's House in Diocese of Mylapore, Santhome. It gives the accounts of the Bishop's house from 1890-91.

FIG. 5.11

INPUT FOR DIRECTORIES

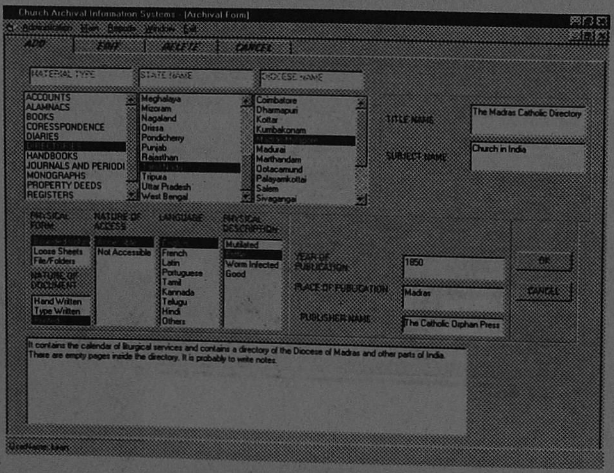


FIG. 5.12
OUTPUT FOR DIRECTORIES

Accession Number	:	6
Title	:	The Madras Catholic Directory and General Annual Register 1851
Year of publication	:	1850
Publisher	:	The Catholic Orphan press
Place	:	Madras
Physical Form	:	Bound Volume
Nature of Document	:	Printed
Physical Condition	:	Brittle
Restriction on use	:	Accessible
Diocese	:	Madras-Mylapore
State	:	Tamil Nadu
Language	:	English
Subject	:	Church in India
Description	:	It contains the calendar of liturgical services and contains a directory of the Diocese of Madras and other parts of India.

FIG. 5.13
INPUT FOR JOURNALS

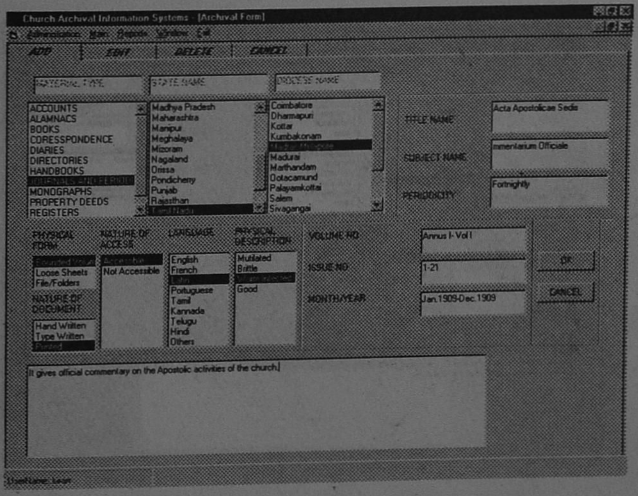


FIG. 5.14

INPUT FOR JOURNALS

Access Number	:	2
Title	:	Acta Apostolicae Sedis
Subject	:	Commentarium Officiale
Language	:	Latin
Periodicals	:	Commentarium Officiale
Physical Form	:	Bound Volume
Nature of Document	:	Printed
Physical Condition	:	Worm Infected
Restriction on use	:	Accessible
Diocese	:	Madras-Mylapore
State	:	Tamil Nadu
Volume No	:	Annus I Vol I
Issue No	:	1-21
Month-Year	:	Jan.1909 - Dec.1909
Description	:	It gives official commentary on the Apostolic activities of the Church

FIG. 5.15

INPUT FOR PROPERTY DEEDS

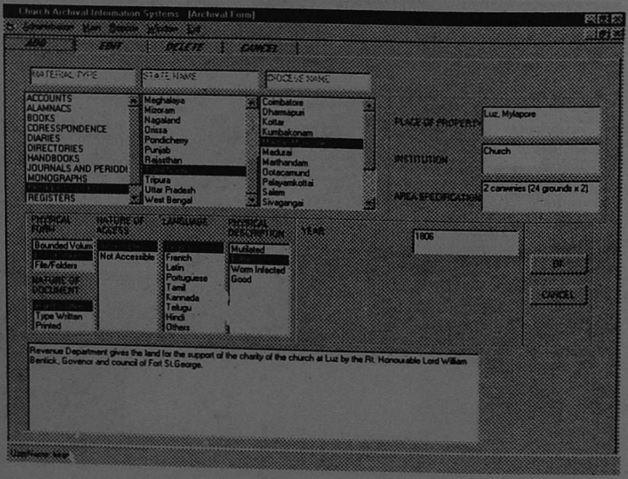


FIG. 5.16

OUTPUT FOR PROPERTY DEEDS

Access Number	:	1
Place	:	Luz, Mylapore
Institution	:	Church
Year	:	1806
Language	:	English
Physical Form	:	Loose Sheets
Nature of Document	:	Hand Written
Physical Condition	:	Brittle
Restriction on use	:	Accessible
Diocese	:	Madras-Mylapore
State	:	Tamil Nadu
Area-Specification	:	2 canwnies (24 grounds x 2)
Description	:	Revenue Department gives the land for the support of the charity of the church at Luz by the Rt. Honourable Lord William Bentick, Govenor and council of Fort St.George.

FIG. 5.17

INPUT FOR REGISTERS

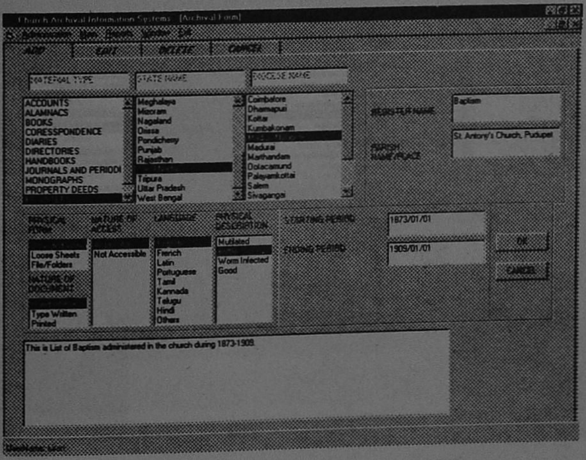


FIG. 5.18

OUTPUT FOR REGISTERS

Access Number	:	1
Subject	:	Baptism
Parish Name & Place	:	St. Antony's Church, Pudupet
Language	:	English
Physical Form	:	Bound Volume
Nature of Document	:	Hand Written
Physical Condition	:	Brittle
Restriction on use	:	Accessible
Diocese	:	Madras-Mylapore
State	:	Tamil Nadu
Starting period	:	01/01/1873
Ending period	:	31/12/1909
Description	:	List of Baptism administered during 1873 to 1909.

FIG. 5.19

INPUT FOR TRAVELOGUES

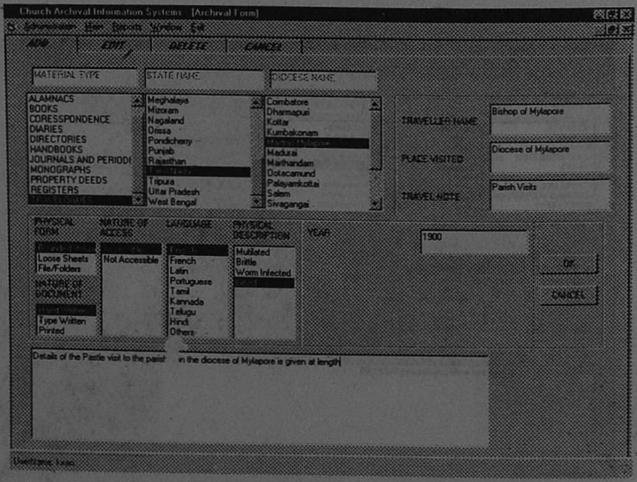


FIG. 5.20

OUTPUT FOR TRAVELOGUES

Access Number	:	1
Traveller Name	:	Bishop of Mylapore
Place	:	Diocese of Mylapore
Year	:	1900
Language	:	English
Physical Form	:	Bound Volume
Nature of Document	:	Hand Written
Physical Condition	:	Good
Restriction on use	:	Accessible
Diocese	:	Madras-Mylapore
State	:	Tamil Nadu
Travel Note	:	Parish Visits
Description	:	Details of the Pastoral visit to the parishes in the diocese of Mylapore is given at length

5.4.2 Archival Search and View Screen Formats

"Search" will enable the user to input the requirements in order to retrieve the records. "View" will provide the output based on the search query. Archival **Search** and **View** forms are given in Fig. 5.21 and Fig. 5.22. These forms can be accessed by both administrative staff and the guest users.

FIG. 5.21

ARCHIVAL SEARCH FORM

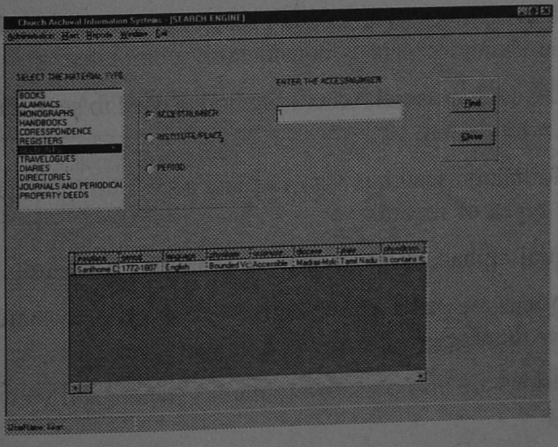
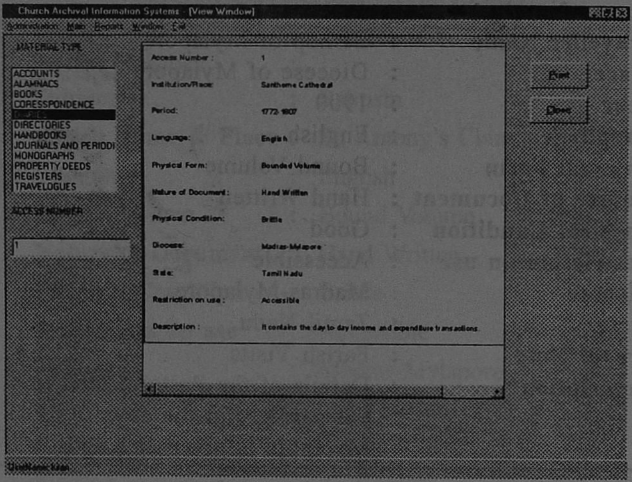


FIG. 5.22
ARCHIVAL VIEW FORM



5.5 FEATURES OF *DOCCAM* PACKAGE

The salient features of this package are :

- User friendly and menu driven
- Indexed sequential organisation is used to save a record of information
- Tables that are used in this package is normalised. Hence redundancy of data is considerably eliminated.
- Indexed Sequential Access Method is used to seek a record of information.
- Information search is very fast and access time is equal for all types of records.
- Initial alphabets are enough in searching a record.
- Options are provided to add new materials, new states and new dioceses.
- Options are also provided to modify, delete and view data.

- Data Object is used to connect the client and the server.
- Output can be directed to the printer.
- Provides a security control by password check. It allows only legal users to access data.
- Provides a tool not only to backup and restore data files but also to restore them easily if necessary.

The user manual has been placed in **APPENDIX F.**

5.6 FEEDBACK SURVEY

Any software or Information Retrieval Package once designed and developed, needs to be tested. In other words, a feedback survey is an essential component in an Information System design, development and evaluation. Accordingly, the designed DOCCAM package has been tested with the Church Archives users comprising of Church personnel and others like Historians and Researchers.

For this purpose, a Scheduled Questionnaire was prepared and administered to the sample. The analysis and interpretations are given below :

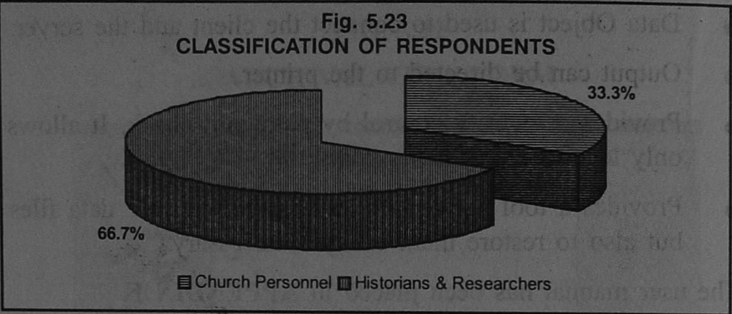
5.6.1 Classification of the Respondents

TABLE 5.2

CLASSIFICATION OF THE RESPONDENTS

Sl.No.	Church Archives users	No. of Respondents	Percentage
1.	Church Personnel	25	33.3
2.	Historians & Researchers	50	66.7
	Total	**75**	**100.0**

Table 5.2 presents the classification of the sample in the feedback survey. It is seen that two thirds represents Historians and Researchers and the remaining represents Church Personnel. (Fig.5.23).



5.6.2 Classification of the Respondents by Sex

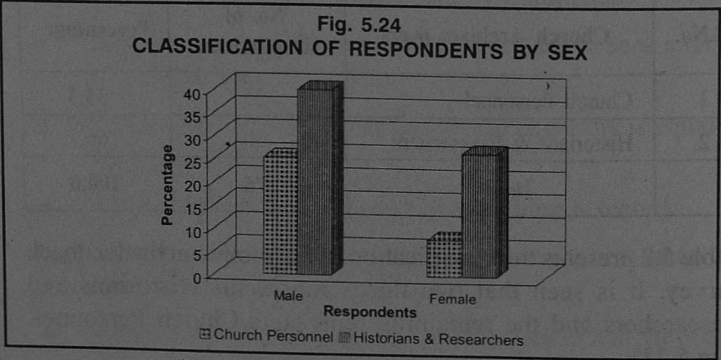
TABLE 5.3

CLASSIFICATION OF THE RESPONDENTS BY SEX

Sl.No.	Church Archives Users	Respondents		Total
		Male	Female	
1.	Church Personnel	19 (25.3)	6 (8.0)	25 (33.3)
2.	Historians and Researcher	30 (40.0)	20 (26.7)	(66.7)
	Total	**48 (65.3)**	**26 (34.7)**	**75 (100.0)**

Note : Numbers in the parenthesis represents percentage.

Table 5.3 reveals that nearly two thirds of the sample are males and more than one thirds comprises of females. (Fig.5.24)



5.6.3 Opinions on the Features of the *DOCCAM* Package

A list of nine opinions on the features of the package has been circulated to the sample to express their views as regards to Agree or otherwise. The respondents' opinions are presented in the following Table.

TABLE 5.4

OPINION ON THE FEATURES OF DOCCAM PACKAGE

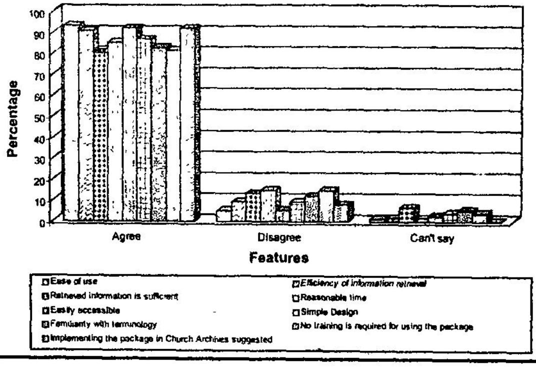
Sl.No.	Features	Agree	Disagree	Can't Say
1.	Ease of use	70 (93.3)	4 (5.3)	1 (1.4)
2.	Efficiency of Information Retrieval	68 (90.7)	7 (9.3)	—
3.	Retrieved Information is sufficient	60 (80.0)	10 (13.3)	5 (6.7)
4.	Reasonable time	64 (85.3)	11 (14.7)	—
5.	Easily Accessible	69 (92.0)	4 (5.3)	2 (2.7)
6.	Simple Design	65 (86.7)	7 (9.3)	3 (4.0)
7.	Familiarity with terminology	62 (82.7)	9 (12.0)	4 (5.3)
8.	No training is required for using the package	61 (81.3)	11 (14.7)	3 (4.0)
9.	Implementing the package in Church Archives suggested	69 (92.0)	6 (8.0)	—

Note : Numbers in the parenthesis represents percentage.

Table 5.4 reveals that about 80% of the respondents have expressed their satisfaction to the features of the *DOCCAM* package. (Fig.5.25).

Fig. 5.25

OPINION ON THE FEATURES OF DOCCAM PACKAGE



The ranking of the opinions are given in Table 5.5.

TABLE 5.5

RANKING OF THE OPINIONS ON *DOCCAM* PACKAGE

Sl.No.	Features	Ranking
1.	Ease of use	I
2.	Easily Accessible	II
3.	Implementing the package in Church Archives suggested	II
4.	Efficiency of Information Retrieval	III
5.	Simple Design	IV
6.	Reasonable time	V
7.	No training is required for using the package	VI
8.	Familiarity with terminology	VII
9.	Retrieved Information is sufficient	VIII

It is seen from the Table 5.5 that the features "Ease of use" has been ranked first by 93.3% of respondents. This is followed by

"Easily accessible" and "Implementing the package in Church Archives suggested", both sharing second rank by 92% of the respondents.

5.7 CONCLUSION

The above analysis of the feedback survey infers that, the proposed database design has been accepted by Church personnel and as well by Historians and Researchers in large numbers. Hence, this package has got a great potential for its use in the Church Archives in India at large, of course, may be used with customisation.

REFERENCE

1. Cook, Michael and Procter, Margaret. (1989). A Manual of Archival Description, London : Gower.

CHAPTER 6
FINDINGS AND RECOMMENDATIONS

6.1 FINDINGS OF THE STUDY

The findings based on the study are:

6.1.1 General

1. While specific studies have been taken up in areas such as Management, Preservation and Automation of Archives, no study in the field of Church Archives in India has been undertaken.

2. There are 139 Catholic Dioceses in India, out of which a large number of Dioceses were established in Kerala (26), followed by Tamil Nadu (17) and Bihar (13), (Table 3.1).

3 The first Catholic Diocese was established at Goa in 1533. The post independence era witnessed the establishment of 93 Dioceses in India, (Table 3.2)

4. There exists two types of Archives namely Historical and Secret Archives. All the respondents do maintain Historical Archives, (Table 3.3).

5. Generally, Archives do not have trained Archivists, (Table 3.4).

6.1.2 Infrastructure Facilities

1. 72 (97.2%) Dioceses are not providing funds to maintain the Archives, (Table 3.5).

2. Although none of the Archives have a separate building, they are provided space in the Diocesan Headquarters to maintain the Archives with limited physical facilities, (Table 3.6).

3. Different types of storage equipments are used to house archival materials. (Table 3.7).

4. About one third of the sample do not have any equipments to preserve the Archives. None of the Archives do possess facilities for fumigation, lamination or for deacidification. Further it is observed that none of the Archives have the laboratory facilities to maintain archival materials, (Table 3.15).

5. There exists poor infrastructure facilities in the areas of Man power, Building, Furniture and Equipment, Preservation and Financial resources in the Archdiocese of Madras – Mylapore.

6.1.3 Archival Collection

1. Different types of Sources of Information are maintained. A major portion of the collection is of Primary nature, such as, Baptism and Marriage Registers, Burial records, Correspondence, Account Books, Property Deeds. etc., (Tables 3.8 and 3.9).

2. While a major portion of the collection is reported to be in good condition, it has been observed that in most of the cases proper care and maintenance activities are not undertaken regularly, (Tables 3.10 and 3.11).

6.1.4 Access to Archives

1. About 88% of the sample do not maintain Catalogues or Index or any other Bibliographic files. Further the existing Catalogues in 9 (12.2%) Archives are not based on standardised practices, (Table 3.12).

2. General public do not have access to the Church archival materials.

3. 78.4% of respondents impose no restriction in the usage of their collection, (Table 3.14).

6.1.5 Care and Maintenance Activities

1. It is observed that none of the Archives use latest methods of preservation and conservation. Further,

there is an evidence of following traditional methods of preservation. In other words, there is a lack of *minimum preservation techniques being adopted in the* Archives under study, (Table 3.16).

2. There exists a significant positive correlation between the size of the Archives, Condition of records and maintenance of the Archives, (Table 3.17).

3. While the size of the Archives and maintenance of Archives do differ significantly in relation to the year of establishment of the Diocese, the condition of records do not differ significantly by the year of *establishment of the Diocese, (Table 3.18).*

4. It is observed from ANOVA table that condition of records is same in almost all the Archives. In other words, the year of establishment does not have any relation to the condition of records, (Table 3.19).

5. As per the Tukey's Test, archives established before 1800 A D are well maintained vis-a-vis those after 1800 A D (Table 3.20).

6. Two clusters each have been formed while grouping the types of records. One based on quantum of availability (Figure 3.10) and named as "Most Common Primary Sources" and "Common Information Sources" (Tables 3.21 and 3.22). The other on the condition of records (Figure 3.11) and named as "Well Maintained Records" and "Records that Needs Proper Maintenance", (Tables 3.24 and 3.25).

7. It is observed that four types of documents cluster together in both the dendrograms, but the order in which they appear varies within the cluster. (Figures 3.10 and 3.11).

6.1.6 Barriers

1. Eleven barriers have been identified in the maintenance of Church Archives. Lack of Information Technology (IT) applications, lack of Guidelines and lack of Coordination among the Church Archives are the prominent barriers, (Table 3.27).
2. Similar barriers have been identified in the Archives of Archdiocese of Madras – Mylapore.

6.1.7 Findings in relation to Hypotheses

The study undertaken has indicated that the hypotheses - growth of dioceses after independence, status of Church Archives, difficulties in maintenance, methods of preservation, availability of bibliographic records and application of IT - formulated (Vide Sec.1.6) are found valid.

6.2 BYPRODUCTS OF THE CASE STUDY

The Case Study of Catholic Church Archives of Archdiocese of Madras – Mylapore has resulted in the production of the following by-products:

1. Microfilm project: The investigator in collaboration with the Genealogical Society of Utah, USA has undertaken the Microfilming of Genealogical records like Baptism Registers, Burial records and Marriage Registers. A total of 47,161 pages were microfilmed consisting of 42 rolls of 35 mm film. Further, the list of microfilmed documents has been placed on the Web with URL: http://www.ozemail.com.au This is one of the byproducts of the study.

2. Listing of Archival records of 18th and 19th Century: Another by-product of the Case Study is the preparation of catalogue of 18th and 19th century documents belonging to the Missions of Bengal, Burma and other parts of India. These documents are mostly in French, Latin and Portuguese.

3. ***DOCCAM Package*** : A software programme called DOCCAM (along with the manual) for the Church Archival Materials has been designed and developed. This may be considered as one of the by-products. (Chapter 5 and APPENDIX F).

6.3 RECOMMENDATIONS

The diocesan archives is the hub of the administrative activities of the diocese. Being so, it should be consulted as and when new policies are set and old policies evaluated. The archives provide a mechanism for preserving the diocese's corporate memory and draws upon for commemorative activities, for public relations, and for an understanding of past activities and present trends. Keeping in view this statement and based on the findings listed in the section 6.1, the following are the recommendations :

6.3.1 National Church Archival Policy

There is an urgent need to draft a National Church Archival Policy on the lines of NAPLIS (National Policy on Library and Information System) to augment the Church Archival Resources.

In this connection, it is pointed out that in 1993, the Indian Government has enforced archival legislation entitled "Public Records Act" to preserve and conserve the archival materials. Likewise the Church also has enforced legislation on Archives in the Canon Law, 1983. "The Pastoral Function of Church Archives" (A Circular Letter from The Pontifical Commission for the Cultural Heritage of the Church, No.2.4) insists on the common guidelines for the Episcopal Conferences. It urges national and regional Episcopal Conferences to promote a common orientation in the Particular Churches in order to better coordinate the actions taken in favour of historical-cultural goods and more specifically archives, with due respect for the legislative power proper to the diocesan

Bishops by divine right. (Cfr. Code of Canon Law, 1983. Canon 381; 375 § 1; 455 § 4). *Therefore, it is suggested that Catholic Bishops Conference of India (CBCI) may take efforts in drafting a common policy on Archives and its maintenance.*

6.3.2 Archival Mission Statement

Considering the significance of Archival Management, it is recommened that an Archival Mission Statement be formulated by the individual Diocesan Archives.

An Archival Mission Statement is a written expression of the nature, scope, functions, and rationale for existence of an Archives. A mission statement provides needed information about the archives' role for the organisation's governing board, employees, resource allocators, and the research community.

A typical mission statement should accomplish *three* things:

i It should clearly state the programme's main purposes. Since the primary purpose of an archives is always to identify, preserve, and make accessible for use of archival records, it should be the focal point of the statement. The mission statement might also address the potential use of the archival materials for public relations of the Archives and its role in the community.

ii It should clearly state the archives' acquisition policy. For an archives to be effective, it should have a mission that gives it responsibility and authority, to care for all the archival records, whether they are physically centralised or preserved in far-flung parishes.

iii A mission statement should clearly spell out the relationship between the parish archives and the parent organisation of which it is a part.

6.3.3 Provision for Better Infrastructural Facilities

Realising that the present archives do not have proper infrastructural facilities, it is recommended to have better Building and other Physical Facilities, Man Power, Finance and Processing Facilities.

i. *Building and physical facilities:* The survey reveals that all the archives in the dioceses in India are located in the diocesan headquarters in a single room. It is rarely possible to construct a new building to house a church archive, but in all cases it is essential to be aware of any potential natural dangers (e.g. flooding or earthquakes) and of dangers caused by nearby installations (e.g. gas or petrol deposits, factory pollution) or even the dangers caused by its strategic position in the event of war, terrorism or civil disturbance. If a new building is commissioned, the site should avoid these dangers and be so located as to have good transport connections and the assistance of emergency services.

The archive building should aim to provide thermal comfort, so that **constant temperature and humidity** can be maintained. The **floor must be strong enough** to take the weight of the items in store, but it is not advisable to use a basement, due to problems with humidity. Ideally, **light would be artificial** and if there are windows in the store room then a north facing position is best to **avoid direct sunlight.** Similarly, where possible, the lighting, both in the store room and the reading room should have **diffuse** lighting. In the store room it should, if possible, be activated by sensors so that there is only lighting where and when it is needed. For security purpose, there should be an emergency lighting system. The wiring system should be in accordance with safety norms and should be laid as far away from the store room as possible. There should also be **electrical plugs** in

the store room for facilitating cleaning also and in the reading room for the benefit of researchers.

The whole archive should be fitted with flood, fire and burglar **alarms**. They should be tested regularly. All **doors should be fire retardant** and automatic locks should be avoided. The archive should have emergency exits and staff should have regular fire drills. There should be an adequate supply of manual fire extinguishers. It is advisable to have a **disaster plan** which is regularly updated and which assigns responsibilities to each member of staff in case of a disaster.

As regards the **atmosphere of the store room**, it is better to have only **one archival medium** per room in order to facilitate thermal inertia. Paper should be stored at 13-18°C and 55-65% relative humidity (RH). Microfilm and Magnetic tape should be stored at 4-16°C and 40-60% relative humidity whereas computer tapes should be stored at 18-22°C and 35-45% relative humidity.

All the items in store should be kept in **acid free boxes** or other coverings suitable to the medium of the document. Care must be taken not to damage the items by piling up boxes and large documents, such as maps, should be stored flat in special cabinets. The shelves should be made of metal or some other inorganic substance. Obviously, it should be strong enough to support the weight of the archives and should also allow sufficient space for ventilation. Aisles should be wide enough to permit easy access. Equipments like: vacuum cleaners, air-conditioners, dehumidifiers, insect repellers, photocopiers, microfilm readers, computers, printers and scanners are to be provided.

If outside researchers are likely to visit the archives, there should be a **separate reading room.** This should have sufficient desks, lighting and electrical plugs. If documents are stored on microfilm then there should be microfilm readers. **In the interest of security**, readers will not have

access to the store room. It is wise not to allow bags or briefcases into the reading room.

ii. *Man power:* The success of the archival programme greatly depends on the staff. At least one well educated, experienced, trained and competent archivist should be appointed to assist the Chancellor. Archival staff should be encouraged to participate in Continuing Education Programmes (CEP) to maintain and improve their skills for ongoing responsibilities.

iii. *Finance:* Certain percentage of funds from the regular budget may be allocated for the maintenance of Archives.

- Archives must have the means to acquire finances and to monitor and evaluate the use of money.
- Archivist should analyse the basic archival operations and should focus on three principal items supported by the budget: staff, equipment or supplies and space. These factors must be studied in relation to the three main activities of archives – appraisal, including records management; processing; and reference use

iv. *Preservation and Conservation:* The physical hazards to which the archival materials are vulnerable are fire, water, rodents, insects and theft. The danger of fire is obvious for inflammable materials paper, palm leaves and parchment. Rodents and insects also cause damage, if the archives are not made secure against their ravages. Equally harmful is excessive dryness which causes paper and other materials to go brittle. Deacidification and fumigation methods are to be followed to over come these problems. More harm can be done by using unsuitable materials and adhesives for preservation and, before any attempt is made to repair damage, advice should always be sought from the experts, since archive repair is a highly specialised work.

One of the forms of preservation suggested is ***Microfilming***. It is an internationally adopted form of preservation of archival records, usually on roll film, is a long-standing method of creating a duplicate copy of papers which are irreplaceable or which must be retained indefinitely in their original format.

6.3.4 Use of Information Technology (IT) Applications

In order to preserve the archival materials, it is recommended that the criteria established by the best archival tradition and applied technology be followed (Computerized catalogue programmes, microfilming, digitization, etc.).

i. *Digitization* is a representation of the physical image of the document created by means of a scanner preserved in binary form on a electronic medium, and then 'interpreted' by a computer to be read on screen or printed out on paper.

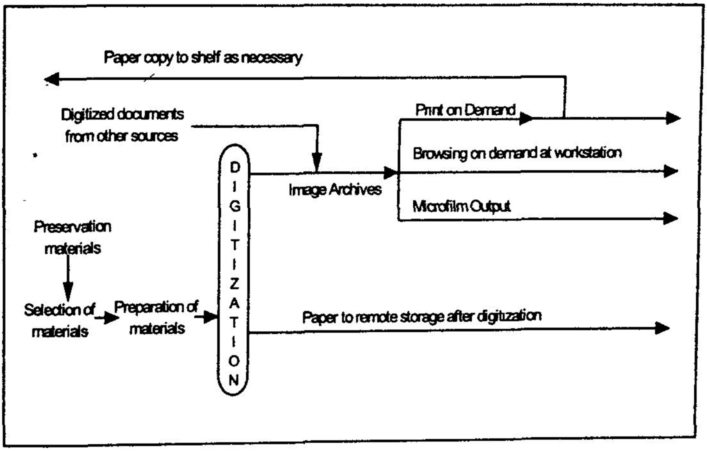
ii. *Digitization process:* Firstly, all the documents selected should have administrative, fiscal, legal, historical and sacramental value. All the records having these values are to be considered for digitization. The documents should be made free of dirt and stains, folds have to be carefully straightened. The document is scanned and a group of Carged Couple Devices (CCD) covers the image of the document analysing all characters as a combination of black spots (from which derives the use of the word 'raster'), each one identifiable by its spatial coordinates. For each of these individualised spots, the scanner analyses and measures the density of the spot according to a given greyscale or in case of coloured originals a colourscale.

To convert the image of the text into an ASCII file the text image requires to be further processed through Optical Character Recognition (OCR) software. The ASCII text then

may be edited through an html editor. For assigning html tags human intervention is generally necessary. Through the html tags hyperlinks within the document may be established. Wherever required the graphic material has to be incorporated as TIFF (Tag Image File Format) bitmaps. The complete database of full text material accompanied by uncompressed images has to be stored on optical disks as master files.

FIG. 6.1

DIGITIZATION CHAIN



Source : International Council on Archives, Commission on Preservation and Access (1991)

For regular use, a second set of full text data with images compressed as JPEG (Joint Photographic Expert Group) files has to be developed. The master file with uncompressed data is for achieving and future migration.

6.3.5 Creation of Bibliographic Records

Realising the importance of standards and maintenance of uniformity in bibliographic records, it is recommended that efforts to be undertaken to design and develop an appropriate software package for the creation of machine readable bibliographic databases.

The creation of such machine readable databases would facilitate resource sharing among Church Archives. Further, these databases may be put on the web for wider access and use.

6.3.6 Networking of Church Archives

Realising and recognising that Church Archives do not have adequate information and financial resources, it is recommended that a Networking Mechanism be established among all Church Archives in India. The survey reveals that more than 50% of respondents suggest linking all the Church Archives. Networking the Church Archives would facilitate resource sharing of all materials (catalogues, registers, indexes, etc.) and thereby enhance their access and utilisation.

6.4. AREAS FOR FURTHER RESEARCH

This study has identified certain avenues for further research. The following are some of the areas.

i. Information needs and Information seeking behaviour of Users of Church Archives.

ii. Design and development of Information Technology (IT) based Church Archival Information Systems.

iii. Preservation techniques for Church Archival Materials in India.

6.5 CONCLUDING REMARKS

From the foregoing account, it is clear that the maintenance of archival materials in Churches in India is conspicuous by its absence and where it exists, is rather poor and unscientific. This has consequently affected access and utilisation of archival materials which contain valuable information pertaining to the cultural traditions, practices and values of the societies. This sad state of affairs has been largely due to poor infrastructural facilities existing in various dioceses.

Perhaps, this situation is due to the lack of a well designed and formulated National Church Archival Policy and appropriate mandatory provisions. It is time that the authorities concerned realise this unfortunate situation and take urgent steps to remedy the same. This is the need of the hour. If, however, this is not done, the entire exercise of creation of these archival materials would have no meaning and significance and would be an exercise in futility. It is in this context, that the findings of this study would be relevant and useful.

Further, it is heartening to note that while the objectives have been achieved, the study has yielded good byproducts especially, the DOCCAM Package, an useful tool for those intending to computerise their archival collections.

Thus, the objective of the study would be fulfilled if it serves as a catalyst to stimulate the people concerned to act in a constructive manner for the creation, maintenance and use of Church Archives.

BIBLIOGRAPHY

Affifi, A.A. and Virginia, Clark. (1990). Computer – Applied Multivariate Analysis, New York: Van Nostrand Reinhold Company.

Agrawal, O. P. (1984). Conservation of Manuscripts and Paintings of South and South East Asia, London: Butterworths.

Agrawal, O. P., (ed.). (1992). Conservation of Manuscripts and Documents, Lucknow: ICI Publications.

Agrawal, O. P. (1993). Preservation of Art Objects and Library Materials, New Delhi: National Book Trust.

Agrawal, O.P. and Barkeshli, Mandana. (1997). Conservation of Books, Manuscripts and Paper Documents, Lucknow: INTACH.

Agrawal, O. P. and Dhawan, Shashi. (1991). Biodeterioration of Cultural Property, New Delhi: Macmillan India Limited.

Agrawal, O. P. and Sinha, S.N. (1993). Manuscripts, Books, Archival & Alike Materials in India – Conservation Status and Needs, Lucknow: ICI Publications.

Aldenderfer, Marks and Blashfield, Roger K. (1984). Cluster Analysis, London: Sage Publication.

Anderson, J.D. (1997) 'Organization of Knowledge', In: J. Feather and P.Sturges (ed), *International Encyclopedia of Information and Library Science,* London: Routledge : 336-353.

Archdiocese of Detroit. (2000). WPA – Inventory of Church Archives in Michigan: The Roman Catholic Church, Detroit: Quintin Publications.

Archives Office of New South Wales (1983). Microfilming of Records, Sydney: The Archives Authority of New South Wales.

Arulappa, R. (1986). An outline of the History of the Archdiocese of Madras and Mylapore, Madras: San Thome.

Bahmer, Robert, H. (1968). Archives, In : Encyclopaedia of Library and Information Science, New York : Marcel Dekker, v 1 : 515-519.

Bailey, Peter. (2000). Search for the past at the Mount (St. Thomas Mount, Madras), *Madras Musings,* February 1-15, 2000. IX (20) : 5.

Banks, Paul N. (1978). Preservation of Library Materials, In : Encyclopaedia of Library and Information Science, New York : Marcel Dekker, v 23 : 180-222.

Bearman, D. (1991). Archival Methods, Pittsburgh: *Archives and Museums Informatics,* Technical Report No.9.

Bartle, R. and Cook, M (1983). Computer Application in Archives: A Survey, Liverpool University.

Bateman, P. L. G. and Smith, C. P. (1994). Unique 'zip-up' Fumigation System, *Journal of the Society of Archivists,* 15 (2) : 215-17.

Baynes-Cope, D. (1994). Principles and Ethics in Archival Repair and Archival Conservation. Part 1: the principles of archival repair and of archival conservation, *Journal of the Society of Archivists,* 15 (1) : 17-26.

Bellamy, V. Nelle. (1976). Minimum Standards for Church Archives, *Georgia Archives,* 4 : 132-140.

Berner, Richard C. (1986). Archival Management and Librarianship: An Exploration of Prospects for Their Integration, *Advances in Librarianship,* 14 : 253-283.

Bhargava, K. D. ed. (1962). An Introduction to the National Archives, New Delhi: National Archives of India.

Bhargava, K. D. (1967). Repair and Preservation of Records, New Delhi: National Archives of India.

Bhaskaran, Gautaman. (2001). A Treasure of Papyrus, *The Hindu – Literary Review,* February 18, 2001. XVI.

Bikson, T. K. and Frinking, E. J. (1993). Preserving the Present: toward Viable Electronic Records. The Hague: Sdu.

Blouin, Francis X. [...et.al.] (ed.) (1998). Vatican Archives – An Inventory and Guide to Historical Documents of the Holy See, New York: Oxford University Press

Bohanan, Robert D. (1987). Developments and Options in Archival Automation, *Journal of Educational Media and Library Sciences,* 25 (1) : `1-21.

Bourke, D.F. and Raphael, M.(1984). The Archives of the Catholic Archdiocese of Perth, *Archives and Manuscripts,* 12 (1) : 24-28.

Bradsher, J. G. (ed.) (1988). Managing Archives and Archival Institutions. London: Mansell.

Broderick, Robert C. (1975). The Catholic Encyclopaedia, Nashville: Thomas Nelson Publishers.

Brown, Steve. (1997). Visual Basic R 5, New Delhi: BPB Publications.

Browne, Henry J. (1951). The American Catholic Archival Tradition, *American Archivist,* 14 : 127-139.

Bruke, Frank G. (1983). Archival Cooperation, *American Archivist,* 46 (3) : 293-305.

Buchmann, Wolf. (1999). Standards and Archives, *Archival Review – JANUS,* 1999 (1) : 39-49.

Cameron, Richard A. (1983). Archives Co-operation: a critical look at Statewide Archival Networks. *American Archivist,* 46 (4) : 414-432.

Canon Law Society of Great Britain and Ireland (1983). The Code of Canon Law, London: Collins.

Canon Law Society of Great Britain and Ireland (1995). The Canon Law Letter and Spirit, London: Geoffrey Chapman.

Catholic Directory of India (1998). New Delhi: CBCI Centre.

Catholic Encyclopaedic Dictionary (1930). London: Cassell and Co. Limited.

Conway, Paul. (1989). Archival Preservation: definitions for improving education and training, *Restaurator,* 10 (2) : 47-60.

Cook, Michael. (1993). Information Management and Archival Data, London: Library Association Publishing.

Cook, Michael. (1997). The Effect of the New Communications on Access, Standards, Formats, Conventions, *The Indian Archives,* (Golden Jubilee Number) XLVI (1-2) : 31-38.

Cook, Michael. (1999). The Management of Information from Archives, 2nd ed. London: Gower.

Cook, Michael and Procter, Margaret. (1989). A Manual of Archival Description, London: Gower.

Cook, T. (1993). From Information to Knowledge: an Intellectual Paradigm for Archives, *In: Canadian archival studies and the rediscovery of provenance,* Metuchen: Scarecrow Press : 201-226.

Cox, Richard J. (1992). Managing Institutional Archives – Fundamental Principles and Practices, New York: Greenwood Press

Cox, Richard J. (1996). Documenting Localities: a Practical Model for American Archivists and Manuscripts Curators. Lanham: Society of American Archivists and the Scarecrow Press.

Cunha, G. D. Martin. (1967). Conservation of Library Materials. Metuchen: The Scarecrow Press.

C R I Directory - 1998, New Delhi: Conference of Religious, India.

Daniels, Maygene F. (1999). Introduction to Archival Terminology, http://www.nara.gov/arch/geninfo/terms.html

Deutrich, Mabel E. (1961). American Church Archives: An Overview, *American Archivist,* 24 : 387-402.

Dollar, C. M. (1992). Archival Theory and Information Technologies: The Impact of Information Technologies on Archival Principles and Methods. Macerata, Italy: University of Macerata Publications.

Dorrington, Mark. (1990). The Administration of Cathedral Archives, *Journal of the Society of Archivists,* 11 (4) : 123-137.

Eliade, Mircea (ed.) (1987). The Encyclopaedia of Religion, New York: MacMillan Publishing Co.

Ellis, J. (ed.) (1993). Keeping Archives. 2nd ed., Sydney: Australian Society of Archivists.

Emmerson, P. (ed.) (1989). How to Manage your Records: a Guide to Effective Practice. Cambridge: ICSA Publishing.

Fairbrass, S. (1994). Dry-mounting Tissues used in Conservation: Their Nature and Deterioration Characteristics, *Journal of the Society of Archivists,* 15 (1) : 73-81.

Ferreira, I. L. (1995). Churches' Archives: a Symposium in the Free State. *South African Archives Journal,* 37 : 107-13.

Fleming, Joseph. (2000). Archive Principles and Practice, London: The Catholic Archives Society.

Flowers, Ann. (1999). The Cost of Preservation: A Case study of options at the Bentley Historical Library, *Archival Review – JANUS,* 1999 (1) : 142-68.

Foot, M. M. (1996). Housing our Collections: Environment and Storage for Libraries and Archives, *IFLA Journal,* 22 (2) : 110-14.

Frusciano, Thomas J. (1983). Automation Programs for Archival and Manuscript Repositories, *Library Hi Tech,* 1 (2) : 72-77.

Funk and Wagnals New Encyclopaedia (1972). Archives, New York: Funk & Wagnals Inc. Vol.17.

Garcia, Gonzalez Padro (1994). New technology and the reconstruction of the archival heritage, *XXX CITRA 1993-1995,* ICA : 125-128.

Geary, James W. (1983). Catholic Archives in a Public Institution: A Case Study of the Arrangement between Kent State University and the Diocese of Youngstown, Ohio, *American Archivist,* 46 (2) : 175-187.

Gertz, Janet E. (1990). Preservation: Microfilming for Archives and Manuscripts, *American Archivist,* 53 (2) : 224-234.

Gilliland, Anne J. (1988). Development of Automated Archival Systems: Planning and Managing Change, *Library Trends,* 36 (3) : 519-537.

Gingerich, Melvin. (1961). A Manual for Church Archivists, *American Archivist,* 24 : 445-450.

Glazier, Michael and Hellwig, Monika K. (1997). The Modern Catholic Encyclopaedia, Bangalore: Claretian Publications.

Goa, Directorate of Archives (1995). Historical Archives of Goa, Panaji: Directorate of Archives, Archaeology and Museum.

Goa, Directorate of Archives (1990). Archival Policy Resolution, Goa: Government of Goa.

Goerler, R. E. (1992). Towards 2001: Electronic Workstations and the Future of Academic Archives, *Archives Issues,* 17 (1) : 11-22.

Gorman, Michael and Winkler, Paul W. (1988). Anglo-American Cataloguing Rules, 2nd ed., New Delhi: Oxford & IBH Publishing Co. Pvt. Limited.

Gupta, B. M. [...et al] (ed.), Handbook of Libraries, Archives and Information Centres in India, Delhi: Aditya Prakashan. Vol.1 & 2.

Gwinn, Nancy E. (ed.), (1987). Preservation Microfilming: A guide for Librarians and Archivists. *Amercian Library Association,* Chicago: ALA. p. xxvi.

Ham, F. Gerald. (1993). Selecting and Appraising Archives and Manuscripts, Chicago: Society of American Archivists.

Hampson, Andrew (1998). Managing a Digitization Project, *Managing Information*, 5, (4) : 25-26 and 31-32.

Healey, Mary A. (1970). Archives of Roman Catholic Orders and Congregations of Women, *American Archivist,* 33 : 35-39.

Hedstrom, M. L. (1994). Introduction to 2020 vision, *American Archivist,* 57 (4) : 12-143.

Hensen, S. L. (1989). Archives, Personal Papers and Manuscripts: a Cataloguing Manual for Archival Repositories. Historical Societies and Manuscripts Libraries, 2nd ed. Chicago: Society of American Archivists.

Hey, B. and Miedaner, S. (1996). Tasks Under Changing Conditions: Church Archives and Their Activities Today, *Archivar,* 49 (2) : 225-240

Hosten, Rev. H. (comp.) (1936). Antiquities from San Thome and Mylapore, the Traditional Site of the Martyrdom and Tomb of St. Thomas the Apostle, Calcutta: Baptist Mission Press.

Hunter, Gregory S. (1997). Developing and Maintaining Practical Archives, New York: Neal-Schuman Publishers.

Indian Archives – Golden Jubilee Number. (1997). New Delhi: National Archives of India. XLVI (1-2).

Indian Historical Records Commission (1921). Proceedings, Vol. III, Calcutta: Superintendent Government Printing.

Indian Historical Records Commission (1922). Proceedings, Vol. IV, Calcutta: Superintendent Government Printing.

Indian Historical Records Commission (1979). Proceedings, Vol. XLVI, New Delhi: IHRC.

International Council on Archives, Commission on Preservation and Access (1991). From Microfilming to Digital Imagery. Report

International Council on Archives (1991). Financing Archival Services, Proceedings, *CITRA* - XXVII, Haarlem: International Council on Archives.

International Council on Archives (1994). ISAD(G): General International Standard Archival Description. Ottawa: Secretariat of the ICA Ad Hoc Commission on Descriptive Standards.

International Council on Archives, Committee on Archival Automation (1995). MARC Format for Archival Description, *ICA Bulletin,* 45 : 32-34.

International Council on Archives, Committee on Archival Automation (1996). Requirements for the Implementation of Descriptive Standards in an Automated Archival System, *ICA Bulletin,* 46 : 34-36.

International Council on Archives, Commission on Preservation and Access (1997). Digitization as a means of Preservation. Report. Amsterdam: European Commission on Preservation and Access.

International Council on Archives, Committee on Electronic Records. (1997). Guide for Electronic Records from an Archival perspective, *ICA Studies,* No.8 : 13-21 and 42-46.

International Council on Archives, Committee on Electronic Records. (1997). Electronic Records Management: A Literature Review, ICA Studies. No.10 : 21-28.

International Council on Archives (1997). Access to Archives, Proceedings, *CITRA* - XXXII, Edinburgh: International Council on Archives.

International Encyclopaedia of Communications (1989). New York: Oxford University Press. Vol. 1 : 105-106.

Jenkinson, Hilary. (1922). A Manual of Archive Administration, Humphries: Percy Lund.

Johnson, Richard A. and Whichern, Dean W. (1996). Applied Multivariate Analysis, New Delhi: Prentice Hall of India.

Kaplan, Hilary A. and Banks, Brenda S.(1990). Archival Preservation: the Teaming the Crew, *American Archivist,* 53 (2) : 266-273.

Karnataka State Archives (1979). International Archives Week – Souvenir, Bangalore: Department of Karnataka State Archives.

Karnataka State Archives (1981). International Archives Week – Souvenir, Bangalore: Department of Karnataka State Archives.

Karnataka State Archives (1984). International Archives Week – Souvenir, Bangalore: Department of Karnataka State Archives.

Karnataka State Archives (1995). Scheme for the Setting up and Organising the Mysore State Archives, Report. Bangalore: Karnataka State Archives.

Ke, H. R. and Hwang, M. J. (2000). The Development of Digital Libraries in Taiwan, *The Electronic Library,* 18 (5) : 336-346.

Kenney, Anne R. (1996). The Disposition of Archival Source Documents after Digital Imaging, *Janus Archival Review,* 2 : 78-86.

Kesner, Richard M. and Hurst, Don. (1981). Microcomputer Application in Archives: a Study in Progress, *Archivaria,* (12) : 3-9.

Klaassen, David J. (1986). The Provenance of Archives Under Library Administration: Organizational Structures Organic Relationships, *Journal of Library Administration,* 7 (2/3) : 35-47

Levine, David. (1984). The Appraisal Policy of the Ohio State Archives, *American Archivist,* 47 (3) : 291-293.

Machovec, George S. (1986). Automating archives: choices with new information technology, *Library Hi Tech News.* 4 (5) : 1-3.

Macquiban, T. (1995). Historical Texts or Religious Relics: Towards a Theology of Religious Archives, *Journal of the Society of Archivists,* 16 (2) : 145-51.

Mani, Mekala. (2001). Preserving rare books, *The Hindu – (Supplement),* February 18 : XVI.

Mathias, L. (1947). The Diocesan Curia, Madras : The Good Pastor Press.

Matini, Aldo. (ed.) (1985). Golden Seals of the Vatican: Secret Archives, Rome: Rizzoli International Publications.

Mazikana, P. (1990). Archives and Records Management for Decision – Makers: *a RAMP study.* Paris:UNESCO.

McCain, Katherine W. (2000). Sharing Digitized Research – Related Information on the World Wide Web, *Journal of the American Society for Information Science,* 51 (14) : 1321-1327.

McClung, Nellie. (1996). National Archives of Canada – Annual Review 1995-1996, Canada: Minister of Public Works and Government Services.

McDonald, John. (1999). Archives and Current records: towards a set of guiding principles, *Archival Review – JANUS,* 1999 (1) : 108-115.

Mc Avoy, Thomas T. (1961). Catholic Archives and Manuscript collection, *American Archivist,* 24 : 409-414.

Miller, Fredric M. (1990). Arranging and Describing Archives and Manuscripts. *Archives Fundamental Series,* Chicago: Society of American Archivists.

Mukherjee, B. B. (1973). Preservation of Library Materials, Archives and Documents, Calcutta: The World Press.

National Archives of India. (1988). Repair and Preservation of Records, New Delhi: School of Archival Studies.

National Archives of India. (1991). Guide to Restoration of Documents, New Delhi: School of Archival Studies.

National Archives of India. (1991). Guidelines for Control and Preservation of Termite infestation in Archives and Libraries, New Delhi: School of Archival Studies.

National Archives of India. (1993). Elements of Records Management and Conservation, New Delhi: School of Archival Studies.

Neevel, J. G. (1995). Phytate: a Potential Conservation Agent for the Treatment of Ink Corrosion caused by Irongall Inks, *Restaurator,* 16 (3) : 143-60.

New Catholic Encyclopaedia (1967). *Archives,* New York: McGraw Hill, Vol.1. 769-772.

New Library of Catholic Knowledge Dictionary – Index (1964). London: Burns an Oates. Vol.12.

Nokes, Jane. (1988). The Value of Archives / Selling the Program, *Archives and Manuscripts,* 16 (1) : 33-41.

Norris, Terry O (1987). Preservation Photocopying Conference: Introductory Remarks and Historical Perspective, *Restaurator,* 8 (1) : 3-8.

Nougaret, C. (1997). The Impact of Modern Technology on Archives and Archival work. *Archivum,* XLIII, 283-309, Munich: K.G. Saur.

Olivier, Marie. (1983). Computer Processing: Ten Years, *South African Archives Journal,* 25 : 6-13.

Owen, Dorothy M. (1964). Why and How? Some Thoughts on the Cataloguing of Ecclesiastical Archives, *Journal of Society of Archivists,* 2 : 467-471.

O'Neill, Robert K. (1997). Archives, Museums, and Ancestral Heritage Centres, Ireland: Ulster Historical Foundation.

O'Toole, James M. (1975). The use of computers in archival institutions. Information revolution: proceedings of the 38th ASIS Annual Meeting, edited by Charles W. Husbands and Ruth L. Tighe. Washington (DC), *American Society for Information Science,* Boston, Massachusetts, Vol. 12: 89-90.

O'Toole, James M. (1980). Catholic Diocesan Archives: A Renaissance in Progress, *The American Archivist,* (2) : 284-93.

O'Toole, James M. (1990). Understanding Archives and Manuscripts, Chicago: Society of American Archivists.

O'Toole, James M. (1994). On the Idea of Uniqueness, *American Archivist,* 57 (4) : 632-58.

Pal, Satnam Singh. (1989). Development of a Model for University Archives of India, Punjab University.

Pawan, Usha. (1986). Archival Institutes in North India with Special Reference to National Archives of India, Rajasthan University.

Pedersen, Olof. (1998). Archives and Libraries in the Ancient Near East 1500 - 300 B.C., California: C D L Press.

Penny, Reverend F. (1912). The Church in Madras, 3v, Waterloo Place: Smith, Elder & Co.

Petherbridge, Guy. (1987). Conservation of Library, Archives and the Graphic Arts, London: Butherworths.

Petroutsos, Evangelous. (1998). Mastering Visual Basic R 6, New Delhi: BPB Publications.

Pickford, C., Rhys-Lewis, J. and Weber, J. (1997). Preservation and Conservation: a Guide to Policy and Practices in the Preservation of Archives, London: Society of Archivists.

Piggott, M. and McEwen, C. (ed.) (1996). Archivists: the Image and Future of the Profession. Sydney: Australian Society of Archivists.

Pissurlencar, P. S. S. (1955). Roteiro dos Arquivos da India Portuguesa (A guide to the Archives of Goa), Bastora: Rangel.

Pontifical Commission for the Cultural Heritage of the Church (1997). (Circular Letter). The Pastoral function of Church Archives, Vatican city.

Post, J. and Foster, M. (1992). Copyright: a Handbook for Archivists. London: Society of Archivists.

Prajapati, C. L. (1997). Archio-Library Materials - Their Enemies and Need of First Phase Conservation, New Delhi: Mittal Publications.

Ramesh Babu, B. (1991). Introduction of Preservation and Conservation of Information Materials as a paper in MLIS Course: Some Observations, In: A Tejomurthy, (ed). Specialisation in Library and Information Science Education, Ujjain: Vikram University.

Ramesh Babu, B. (1994). Preservation and Conservation Education in India: Today and Tomorrow, In: Library Movement and Library Department in India: Seminar Paper, Delhi: ILA.

Ramesh Babu, B. and Chandrakumar, V. (1996). Design and Development of Bibliographic Databases based on CCF using Micro CDS/ISIS (Version 3.07), In: Librarian : Computer, III Tamilnadu Library Conference and Seminar papers, Chennai: Tamilnadu Library Association : 236-48.

Ravichandra Rao, I. K. (1983). Quantitative Methods for Library and Information Science, New Delhi: Wiley Eastern Limited.

Ravichandra Rao, I. K. (1999). Information Management: Scope, Definition, Challenges & Issues, *DRTC Workshop on Information Management,* Bangalore: DRTC. Paper: AA.

Reed, Mervin. (1981). Archivists and Computers, *Archives and Manuscripts.* 9 (1), 49-52.

Ritzenthaler, Mary Lynn. (1993). Preserving Archives and Manuscripts, Chicago: Society of American Archivists.

Rummel, R.J. (1971). Applied Factor Analysis, Evanston: North Western University Press.

Schellenberg, T. R. (1956). Modern Archives Principles and Techniques, Chicago: The University of Chicago Press.

Schellenberg, T. R. (1965). The Management of Archives, New York: Columbia University Press.

Seetharama, S. (1999). Information Management: Tools and Techniques, *DRTC Workshop on Information Management,* Bangalore: DRTC. Paper: BA : 1-28.

Shoaf, Eric C. (1996). Preservation and Digitization: Trends and Implications, *Advances in Librarianship,* 20 : 223-239.

Shuster, Robert. (1982). Documenting the Spirit, *American Archivist,* 45 (2) : 135-41.

Sieverts, Eric G., Hofstede, Marten and Oude Groeniger, B. (1992). Software for Information Storage and Retrieval Tested, Evaluated and Compared: Part IV – Indexing and full-text retrieval programs, *The Electronic Library,* 10 (4) : 195-206.

Sieverts, Eric G., [...et al] (1993). Software for Information Storage and Retrieval Tested, Evaluated and Compared: Part VI – Various additional programs, *The Electronic Library,* 11 (2) : 73-89.

Sieverts, Eric G. and Hofstede, Marten. (1994). Software for Information Storage and Retrieval Tested, Evaluated and Compared: Part VII – What to choose, or the purpose of it all, *The Electronic Library,* 12 (1) : 21-26.

Singarajan, S. (1971). Report on his work while under Training in the National Archives of India and other State Archives, Calcutta, Bombay and Hyderabad, Madras: Government of Tamil Nadu.

Smiraglia, R. P. (ed.) (1990). Describing Archival Materials: the Use of MARC AMC Format. New York: Haworth Press.

Society of American Archivists (1982). Archives Forms Manual, Chicago: SAA

Society of Archivists (1996). British Archival Practice: the Society's Archive Diploma Training Manual. London: Society of Archivists.

Sridhar, Lalitha. (2001). Archives for art, *The Hindu – METRO plus,* February 22 : II.

Standard Access Policy Committee. (1991). Guidelines for Access to Diocesan Archives, Chicago: Association of Catholic Diocesan Archivists.

Sterlini, P.(1995). Surface cleaning products and their effects on paper, *Paper Conservation News,* (76) : 3-7.

Strachan, Stuart R. (1986).Establishing an Archive, *Archifacts,* 3 : 2-7.

Suelflow, August R. (1967). Records Management and Church Archives, *Records Management Journal,* 5 : 30-34.

Suelflow, August R. (1969). Maximum and Minimum Standards for Religious Archives, *American Archivist,* 32 : 225-229.

Suelflow, August R. (1969). A Preliminary Guide to Church Records Repositories [of the United States], Washington: Society of American Archivists.

Sundara Raj, M. (ed.) (1999). A Manual of Archival Systems and The World of Archives, Chennai: Siva Publications.

Tamil Nadu State Archives. (1982). *Archives week celebrations,* Madras : Tamil Nadu State Archives.

Tamil Nadu State Archives and Historical Research (1969). Tamil Nadu Archives. *Diamond Jubilee Celebration Commomoration Volume,* Madras: Tamil Nadu State Archives.

Tamil Nadu State Archives and Historical Research, (2000). Archives week and Golden Jubilee of India's Republic Celebrations – 2000 A D, Pamphlet on Archives, Chennai.

Tomazello, M. G. C. and Wiendl, F. M. (1995). The Applicability of Gamma Radiation to the Control of Fungi in Naturally Contaminated Paper, *Restaurator,* 16 (2) : 93-99.

Turnbaugh, Roy C. (1986). Archival Mission and User Studies, *Midwestern Archivist,* 11 (1) : 27-33.

Turton, A. (ed.) (1991). Managing Business Archives. London: Butterworths.

Ulfsparre, Anna Christina. (1999). The Creation of Corporate Archives in the age of IT, *Archives Review – JANUS,* 1999 (1) : 61-64.

United Theological College (1982). Ecclesiastical Archives – 1982 Catalogue, Bangalore: UTC.

UNESCO (1998). World Information Report 1997/98, Paris: UNESCO Publishing.

Vasantha Kumaran, T. and Antony Norbert, S. (1997). Statistics Made Easy for Social Scientists, Colombo: Dharshana Publications.

Vijay Kiran, A. (comp.) (1996). Directory 1996 – Archdiocese of Madras – Mylapore, Chennai: Archbishop's House.

Vijay Kiran, A. and Ramesh Babu, B. (2001). Towards Digitization of Church Archival Materials in India, In: M. K. R. Naidu, Ashok Jambhekar, S. M Salgar and T. S. Kumbar (ed.), *Creation and Management of Digital Resources* (CALIBER 2001). Ahmedabad : INFLIBNET : 168-173.

Vijay Kiran, A. and Ramesh Babu, B. (2002) Digital Preservation. In : H. Anil Kumar, ed. et al. CALIBER 2002 Internet Engineering for Libraries and Information Centres. Ahmedabad : INFLIBNET.

Vijay Kiran, A and Ramesh Babu, B. (2003). Design and development of database for church archival materials (DOCCAM Package) in india. in : T.A.V. Murthy, ed International CALIBER 2003 : Mapping Technology on libraries and people. Ahmedabad : INFLIBNET : 34 - 42.

Vijay Kiran, A and Ramesh Babu, B (2003) Preservation of digital resources : problems and prospects In : B. Ramesh Babu, ed, et al. Knowledge Management : Today and Tomorrow (Festshrift in honour of Dr. Velaga Venkatappaiah New Delhi : ESS ESS Publications : 147 - 153.

Vine, M. G. and Hollinger, W. K. (1993). Active Archival Housing, *Restaurator,* 14 (3) : 123-30.

Walne, P. (comp.) (1985). Modern Archives Administration and Records Management: *a RAMP Reader,* Paris:UNESCO.

Waters, Donald J. (1991). From Microfilm to Digital Imagery: On the feasibility of a project to study the means, costs and benefits of converting large quantities of preserved library materials from microfilm to digital images, (Report), Washington: The Commission on Preservation and Access.

Weber, Francis J. (1969). Printed guides to Archival Centres for American Catholic History, *American Archivist,* 32 : 249-356.

Weber, Lisa B. (1988). Educating Archivists for Automation, *Library Trends,* 36 (3) : 501-518.

Wettasinghe, Saroja. (1998). Conservation and Preservation of Paper Records, Colombo: Department of National Archives.

Wilson, T.D. (1997) 'Information Management', In: J. Feather and P. Sturges (ed), International Encyclopedia of Information and Library Science, London: Routledge : 187-198.

Wimalaratne, K.D.G. Guide to Public Records Management, Guide Series No.2, Colombo: Department of National Archives.

Wurster, Herbert W. (1985). Ordinances, Rules and Recommendations on the Catholic Church's Archive Practice in West Germany from 1977 to 1983. *Archivar,* 38 (1) : 89-98.

Yakel, Elizabeth. (1994). Starting an Archives, Lanham: Society of American Archivits and The Scarecrow Press.

LIST OF WEB SITES ON ARCHIVES

1. Archival Internet Resources "Ready, Net, Go!". http://www.tulane.edu/~lmiller/arlist.htm
2. Archives Library Information Centre (ALIC). http://www.nara.gov/nara/naralibrary/alic/alicdb.html
3. Archives Links. National Archives and Records Administration. The National Library. http://www.nara.gov/nara/naralibrary/weblinks/archlink.html
4. Association of Records Managers and Administrators (ARMA) International. http://www.acarm.org
5. Association of Commonwealth Archivists and Records Managers. http://www.acarm.org
6. British Columbia Archives and Records Service. http://www.bcars.gs.gov.bc.ca
7. Canadian International Development Agency (CIDA). http://www.acdi-cida.gc.ca/
8. Catholic Archives Society (UK). http://www.catholic-history.org.uk
9. Centro de Informacion Decumental de Archivos (CIDA). http://www.mcu.es/guia1/pagina34.html
10. Commission for Preservation and Access. http://www-cpa.stanford.edu/cpa/
11. Conservation OnLine. http://palimpsest.stanford.edu/
12. Council of Europe: Programme on Books, Electronic Publishing and Archives. http://culture.coe.fr/clt/eng/eculiv0.0.html
13. CSU School of Library and Information Science http://witloof.sjsu.edu/peo/organizations.html
14. European Bureau of Library, Information and Documentation Association (EBLIDA). http://www.kaapeli.fi/~eblida/
15. European Commission on Preservation and Access. http://www.knaw.nl/ecpa/ecpatest/index.htm
16. Interesting Links about *old Motion Picture Restoration.* http://cmm.ensmp.fr/~decencie/Restoration/liens.html

17. International Centre for the Study of the Preservation and Restoration of Culutral Property (ICCROM). http://www.iccrom.org/
18. International Council on Archives. http://data1.archives.ca.ica
19. International Association of Sound Archives (IASA). http://www.llgc.org.uk/iasa/iasa0001.html
20. International Federation of Film Archives (FIAF). http://www.cinema.ucla.edu/FIAF/
21. International Federation of Library Associations and Institutions (IFLA). http://www.nlc-bnc.ca/ifla/lll/members/intro98.htm
22. International Federation of Television Archives (IFTA). http://www.nbr.no/fiat/
23. International Information Centre on the Sources of Balkan and Mediterranean History (CIBAL). http://tetracom.com/Cibal/
24. International Institute for Archival Science Maribor. http://www.pokarh-mb.si/miaz.html
25. Jerusalem Archives. http://www.jerusalem-archives.org
26. Jesuit Historical Archives. http://www.ihsi.cjb.net
27. National Archives of Australia. http://www.naa.org.au
28. National Archives of Canada. http://www.archives.ca
29. National Archives and Record Administration. http://www.nara.gov
30. New York State Archives and Records Administration. http://www.sara.nysed.gov
31. Open Society Archives (OSA) at Central European University, Budapest. Regional Archival Support Project On-line (RASP) of the OSA. http://www.osa.ceu.hu/web3rasp/raspwhat.html

32. Preservation and Conservation Institutions.
http://www.unesco.org/webworld/mdm/administ/en/links.html
33. Public Record Office (UK).
http://www.pro.gov.uk
34. Society of American Archivists (SAA). Professional Resources 1998.
http://www.archivists.org
http://www.archivists.org/publications/webcat98/index.html
35. Society of Archivists (UK).
http://www.archives.org.uk
36. Swedish International Development Cooperation Agency (SIDA).
http://www.sida.se/eng/index.html
37. The International Development Research Centre (IDRC).
http://www.idrc.ca/
38. The International Records Management Trust (IRMT).
http://www.irmt.org
http://www.comnet.mt/irmt/index.html
39. UNESCO: Memory of the World Programme.
http://www.unesco.org/webworld/mdm/index.html
40. UNESCO: Records and Archives Management Programme (RAMP).
http://www.unesco.org/webworld/ramp/rmplst.html
http://www.unesco.org/webworld/ramp/rmpstd_1.html
41. UNESCO: World Information Report 1997/1998.
http://www.unesco.org/webworld/wirerpt/vers-web.html
42. United Nations Development Programme (UNDP).
http://www.undp.org/
43. Vatican Archives.
http://www.vatican.va/library_archives/index.htm
44. Vatican Secret Archives.
http://www.vatican.va/library_archives/vat_secret_archives/index.htm

APPENDIX A
GLOSSARY

ACCESS

The archival term for authority to obtain information from or to perform research in archival materials.

ACCESSION

(v.) To transfer physical and legal custody of documentary materials to an archival institution.

(n.) Materials transferred to an archival institution in a single accessioning action.

ACID FREE

Acid free is used to signify paper having a pH of 7.0 or higher. Today, acid-free file folders and boxes are often buffered with an alkaline substance capable of neutralising acids.

ACQUISITION

The process of identifying and acquiring, by donation or purchase, historical materials from sources outside the archival institution.

ADMINISTRATIVE VALUE

The value of records for the ongoing business of the agency of records creation or its successor in function.

APPRAISAL

The process of determining whether documentary materials have sufficient value to warrant acquisition by an archival institution.

ARCHBISHOP

Normally one presiding over a province, which consists of several dioceses each with its own bishop. Such an archbishop is called a Metropolitan, and the bishops are his suffragans.

ARCHIVAL INSTITUTION

An institution holding legal and physical custody of noncurrent documentary materials determined to have permanent or continuing value. Archives and manuscript repositories are archival institutions.

ARCHIVAL VALUE

The value of documentary materials for continuing preservation in an archival institution.

ARCHIVES

i The noncurrent records of an organisation or institution preserved because of their continuing value.

ii The agency responsible for selecting, preserving, and making available records determined to have permanent or continuing value.

iii The building in which an archival institution is located.

ARCHIVES ADMINISTRATION

The professional management of an archival institution through application of archival principles and techniques.

ARCHIVIST

The professional staff member within an archival institution responsible for any aspect of the selection, preservation, or use of archival materials.

ARRANGEMENT

It is the intellectual and physical organisation of records with regard to archival principles such as provenance and original order.

BISHOP

Ruler of a diocese, being a priest duly consecrated and so possessing the fullness of the priesthood. As a successor of the Apostles he teaches and governs in the name of Christ.

CANON LAW

The Laws of the Church for the discipline of its members. Those for Catholics of Roman Rite are in the Codex Iuris Canonici.

CATHOLIC BISHOPS' CONFERENCE OF INDIA (CBCI)

It is a permanent association of the Catholic Hierarchy of India was constituted at the Metropolitan's Conference held in Madras in September 1944. Its purpose is to facilitate common action of the Hierarchy in matters that affect or are liable to affect the common interests of the Catholic Church in India.

CHANCELLOR

Originally the record keeper and secretary of a bishop, the Chancellor, from an early time, has been a key representative of, and administrator under, the bishop. The duties of the Roman Chancery have now been largely absorbed by other officials.

CHURCH

i. It means that visible religious society, founded by Jesus Christ, under one head, St. Peter, and continuing under the governance of his successors, the Popes.

ii. In a limited sense, the word Church may mean a particular Church of a country, nation, or city usually stated as such, for example, the American Church.

iii. In its most limited sense, a Church is a building set apart and dedicated to the public worship of God, the celebration of Mass, the singing of the Holy Office, the administration of the Sacraments, and for the use of all the faithful.

COLLECTING POLICY

A policy established by an archival institution concerning subject areas, time periods, and formats of materials to seek for donation or purchase.

COLLECTION

i An artificial accumulation of materials devoted to a single theme, person, event, or type of document acquired from a variety of sources.

ii In a manuscript repository, a body of historical materials relating to an individual, family, or organisation.

COLLECTION DEVELOPMENT

The process of building an institution's holdings of historical materials through acquisition activities.

CONTINUOUS CUSTODY

i In contemporary U.S. usage, the archival principle that to guarantee archival integrity, archival materials should either be retained by the creating organisation or transferred directly to an archival institution.

ii In British usage, the principle that noncurrent records must be retained by the creating organisation or its successor in function to be considered archival.

DEED OF GIFT

A legal document accomplishing donation of documentary materials to an archival institution through transfer of title.

DEPOSIT AGREEMENT

A legal document providing for deposit of historical materials in physical custody of an archival institution while legal title to the materials is retained by the donor.

DESCRIPTION

The process of establishing intellectual control over holdings of an archival institution through preparation of finding aids.

DIOCESAN ARCHIVES

Contain records of all matters of an historical, general or personal importance, both in spiritual matters and administration; such as acts of synods, ordinations, dealings with property, summaries of parochial records of baptisms, marriages, etc. Archives are also kept by religious houses, but are necessarily of a more domestic nature.

DIOCESE / ARCHDIOCESE

The term diocese designates a territorial division of the Church, well defined in extension and confines and governed by a bishop. There is no essential distinction between an Archdiocese and a Diocese. The difference lies in the additional authority of the Ordinary of the Archdiocese as Metropolitan of a Province.

DISPOSITION

The final action that puts into effect the results of an appraisal decision for a series of records. Transfer to an archival institution, transfer to a records centre, and destruction are among possible dispositions.

DISPOSITION SCHEDULE

Instructions governing retention and disposition of current and noncurrent recurring records series of an organisation or agency. Also called a RECORDS CONTROL SCHEDULE.

DOCUMENT

Recorded information regardless of form or medium with three basic elements: base, impression and message.

DONATED HISTORICAL MATERIALS

Historical materials transferred to an archival institution through a donor's gift rather than in accordance with law or regulation.

FINDING AID

A description from any source that provides information about the contents and nature of documentary materials.

FISCAL VALUE

Records having fiscal value usually relate to financial transactions and normally have a short-term retention. Records documenting fiscal policy may have permanent value.

HISTORICAL VALUE

Records having historical (or research) value are retained permanently because they provide documentation on the origins, organisation, development, functions, policy, activities and events, of the originating entity, and / or provide information on associated persons, subjects and events.

HOLDINGS

All documentary materials in the custody of an archival institution including both accession'ed and deposited materials.

INTELLECTUAL CONTROL

It is gaining a degree of mastery over the scope or content of records. This is done through analysis of the records and by learning about the agency or person outside source.

INTRINSIC VALUE

The archival term for those qualities and characteristics of permanently valuable records that make the records in their original physical form the only archivally acceptable form of the records.

LEGAL CUSTODY

Ownership of title to documentary materials.

LEGAL VALUE

Records having legal value generally document legal or property rights of individuals or of the entity that created or maintained the records.

LIFE CYCLE OF RECORDS

The concept that records pass through a continuum of identifiable phases from the point of their creation, through their active maintenance and use, to their final disposition by destruction or transfer to an archival institution or records centre.

MACHINE-READABLE RECORDS

Records created for processing by a computer.

MANUSCRIPT

A handwritten or typed document, including a letterpress or carbon copy, or any document annotated in handwriting or typescript.

MANUSCRIPT CURATOR

The professional staff member within a manuscript repository responsible for any aspect of the selection, preservation, or use of documentary materials.

MANUSCRIPT REPOSITORY

An archival institution primarily responsible for personal papers.

MISSION STATEMENT

A succinct enunciation of the purpose of an archival program and how it relates to its larger constituency or organisation.

NONRECORD MATERIAL

Material that is not record in character because it comprises solely library or other reference items, because it duplicates records and provides no additional evidence or information, or because its qualities are nondocumentary.

ORIGINAL ORDER

The archival principle that records should be maintained in the order in which they were placed by the organisation, individual, or family that created them.

PARISH

Traditionally a Community of the faithful in a designated territory within the diocese. Each Parish has a Pastor as its steward and is assigned its own Church. Though territorial by custom, parishes may also be defined by rite, nationality or language.

PERSONAL PAPERS

A natural accumulation of documents created or accumulated by an individual or family belonging to him or her and subject to his or her disposition. Also referred to as MANUSCRIPTS.

PHYSICAL CONTROL

It is establishing command over aspects of the collection such as quantity and location.

PRESERVATION

It is the on-going maintenance of archival materials through proper storage and handling to ensure their survival for use. CONSERVATION means physically treating materials.

PROCESSING

All steps taken in an archival repository to prepare documentary materials for access and reference use.

PROVENANCE

i The archival principle that records created or received by one records-keeping unit should not be intermixed with those of any other.

ii Information on the chain of ownership and custody of particular records.

RECORD COPY

The copy of a document which is designated for official retention in files of the administrative unit that is principally responsible for production, implementation, or dissemination of the document.

RECORD GROUP

A body of organisationally related records established on the basis of provenance with particular regard for the complexity and volume of the records and the administrative history of the record-creating institution or organisation.

RECORDS

All recorded information, regardless of media or characteristics, made or received and maintained by an organisation or institution.

RECORDS CENTRE

A records storage facility established to provide efficient storage of inactive records. Legal title to records deposited in a records centre is retained by the originating agency.

RECORDS MANAGEMENT

The profession concerned with achieving economy and efficiency in the creation, use, and maintenance of current records.

REFERENCE MATERIALS

Nonaccessioned items maintained by an archival institution solely for reference use.

REFERENCE SERVICE

The archival function of providing information about or from holdings of an archival institution, making holdings available to researchers, and providing copies, reproductions, or loans of holdings.

REVIEW

The process of surveying documentary materials in an archival institution to determine whether the materials may be open for access by researchers or must be restricted in accordance with law, a donor's requirements, or an institution's regulations.

SACRAMENTAL VALUE

Records documenting the administration of Sacraments to the Faithful have sacramental value. Sacramental records are always retained permanently.

SCHEDULE

(v.) To establish retention periods for current records and provide for their proper disposition at the end of active use.

(n.) See DISPOSITION SCHEDULE.

SERIES

A body of file units or documents arranged in accordance with a unified filing system or maintained by the records creator as a unit because of some relationship arising out of their creation, receipt, or use.

SUBGROUP

A body of related records within a record group, usually consisting of the records of a primary subordinate administrative unit or of records series related chronologically, functionally, or by subject.

APPENDIX B

LIST OF CANON LAWS REGARDING THE ARCHIVES

BOOK II : THE PEOPLE OF GOD

PART II : The Hierarchical Constitution of the Church

Title III: The Internal Ordering of Particular Churches

Chapter II: THE DIOCESAN CURIA

Can.

482 § 1 In each curia a Chancellor is to be appointed, whose principal office, unless particular law states otherwise, is to ensure that the acts of the curia are drawn up and dispatched, and that they are kept safe in the **archive** of the curia.

§ 2 If it is considered necessary, the Chancellor may be given an assistant, who is to be called the Vice-Chancellor.

§ 3 The Chancellor and Vice-Chancellor are automatically notaries and secretaries of the curia.

Can.

486 § 1 All documents concerning the diocese or parishes must be kept with the greatest of care.

§ 2 In each curia there is to be established in a safe place a diocesan archive where documents and writings concerning both the spiritual and the temporal affairs of the diocese are to be properly filed and carefully kept under lock and key.

§ 3 An inventory or catalogue is to be made of documents kept in the **archive**, with a short synopsis of each document.

Can.

487 **§ 1** The **archive** must be locked, and only the Bishop and the Chancellor are to have the key; no one may be allowed to enter unless with the permission of the Bishop, or with the permission of both the Moderator of the curia and the Chancellor.

§ 2 Persons concerned have the right to receive, personally or by proxy, an authentic written or photostat copy of documents which are of their nature public and which concern their own personal status.

Can.

488 It is not permitted to remove documents from the **archive**, except for a short time and with the permission of the Bishop or of both the Moderator of the curia and the Chancellor.

Can.

489 **§ 1** In the diocesan curia there is also to be a **secret archive**, or at least in the ordinary archive there is to be a safe or cabinet, which is securely closed and bolted and which cannot be removed. In this archive documents which are to be kept under secrecy are to be most carefully guarded.

§ 2 Each year documents of criminal cases concerning moral matters are to be destroyed whenever the guilty parties have died, or ten years have elapsed since a condemnatory sentence concluded the affairs. A short summary of the facts is to be kept, together with the text of the definitive judgment.

Can.

490 § 1 Only the Bishop is to have the key of the **secret archive.**

§ 2 When the See is vacant, the secret archive or safe is not to be opened except in a case of real necessity, and then by the diocesan Administrator personally.

§ 3 Documents are not be removed from the **secret archive** or safe.

Can.

491 § 1 The diocesan Bishop is to ensure that the acts and documents of the **archives** of cathedral, collegiate, parochial and other churches in his territory are carefully kept and that two copies are made of inventories or catalogues. One of these copies is to remain in its own **archive**, the other is to be kept in the **diocesan archive.**

§ 2 The diocesan Bishop is to ensure that there is a **historical archive** in the diocese, and that documents which have a historical value are carefully kept in it and systematically filed.

§ 3 In order that the acts and documents mentioned in §§ 1 and 2 may be inspected or removed, the norms laid down by the diocesan Bishop are to be observed.

Chapter VI

PARISHES, PARISH PRIESTS AND ASSISTANT PRIESTS

Can.

535 § 1 In each parish there are to be parochial registers, that is, of baptisms, of marriages and of deaths,

and any other registers prescribed by the Bishop's Conference or by the diocesan Bishop. The parish priest is to ensure that entries are accurately made and that the registers are carefully preserved.

§ 2 In the register of baptisms, a note is to be made of confirmation and of matters pertaining to the canonical status of Christ's faithful by reason of marriage, without prejudice to the provision of Can. 1133, and by reason of adoption, the reception of sacred order, the making of perpetual profession in a religious institute, or a change of rite. These annotations are always to be reproduced on a baptismal certificate.

§ 3 Each parish is to have its own seal. Certificates concerning the canonical status of Christ's faithful, and all acts which can have juridical significance, are to be signed by the parish priest or his delegate and secured with the parochial seal.

§ 4 In each parish there is to be an **archive**, in which the parochial books are to be kept, together with episcopal letters and other documents which it may be necessary or useful to preserve. On the occasion of visitation or at some other opportune time, the diocesan Bishop or his delegate is to inspect all of these matters. The parish priest is to take care that they do not fall into unauthorised hands.

§ 5 Older parochial registers are also to be carefully safeguarded, in accordance with the provisions of particular law.

BOOK IV : THE SANCTIFYING OFFICE OF THE CHURCH

PART I : The Sacraments

Title II. The Sacrament of Confirmation

Chapter V: PROOF AND REGISTRATION OF CONFIRMATION

Can.

895 The names of those confirmed, the minister, the parents, the sponsors and the place and date of the confirmation are to be recorded in the confirmation register of the diocesan curia or, wherever this has been prescribed by the Bishops' Conference or by the diocesan Bishop, in the register to be kept in the **parochial archive**. The parish priest must notify the parish priest of the place of the baptism that the confirmation as conferred, so that it may be recorded in the baptismal register, in accordance with Can. 535 § 2.

Title VI : Orders

Chapter III: THE REGISTRATION AND EVIDENCE OF ORDINATION

Can.

1053 § 1 After an ordination, the names of the individuals ordained, the name of the ordaining minister, and the place and date of ordination are to be entered in a special register which is to be carefully kept in the curia of the place of ordination. All the documents of each ordination are to be accurately preserved.

§ 2 The ordaining Bishop is to give to each person ordained an authentic certificate of the ordination received. Those who, with dimissorial letters,

have been promoted by a Bishop other than their own, are to submit the certificate to their proper Ordinary for the registration of the ordination in a special register, to be kept in the **archive**.

Can.
1054 The local Ordinary, if it concerns the secular clergy, or the competent Major Superior, if it concerns his subjects, is to send a notification of each ordination to the parish priest of the place of baptism. The parish priest is to record the ordination in the baptismal register in accordance with Can. 535 § 2.

PART III : Sacred Places and Times

Title I: Sacred Places

Can.
1208 A document is to be drawn up to record the dedication or blessing of a church, or the blessing of a cemetery. One copy is to be kept in the diocesan curia, the other in the **archive of the church**.

BOOK V: THE TEMPORAL GOODS OF THE CHURCH

Title II : The Administration of Goods

Can.
1284 § 1 All administrators are to perform their duties with the diligence of a good householder.

§ 2 Therefore they must:

1° be vigilant that no goods placed in their care in any way perish or suffer damage; to this end they are, to the extent necessary, to arrange insurance contracts;

2° ensure that the ownership of ecclesiastical goods is safeguarded in ways which are valid in civil law;

3° observe the provisions of canon and civil law, and the stipulations of the founder or donor or lawful authority; they are to take special care that damage will not be suffered by the Church through the non-observance of the civil law;

4° seek accurately and at the proper time the income and produce of the goods, guard them securely and expend them in accordance with the wishes of the founder or lawful norms;

5° at the proper time pay the interest which is due by reason of a loan or mortgage, and take that in due time the capital is repaid;

6° with the consent of the ordinary, make use, for the purposes of the juridical person, of money which is surplus after payment of expenses and which can be profitably invested;

7° keep accurate records of income and expenditure;

8° draw up an account of their administration at the end of each year;

9° keep in order and preserve in a fitting and secure **archive** the documents and records establishing the rights of the Church or institute to its goods; where conveniently possible, place authentic copies in the **archive** of the curia.

Title IV : Pious Dispositions in General and Pious Foundations

Can.
1306 § 1 All foundations, even if made orally, are to be recorded in writing.

§ 2 One copy of the document is to be carefully preserved in the curial **archive** and another copy in the archive of the juridical person to which the foundation pertains.

Can.

1307 § 1 When the provisions of Cann. 1300-1302 and 1287 have been observed, a document showing the obligations arising from the pious foundations is to be drawn up. This is to be displayed in a conspicuous place, so that the obligations to be fulfilled are not forgotten.

§ 2 Apart from the book mentioned in Can.958 $1, another book is to be kept by the parish priest or rector, in which each of the obligations, their fulfillment and the offering given, is to be recorded.

BOOK VI : SANCTIONS IN THE CHURCH

PART I : Offences and Punishments in General

Title IV : Penalties and other Punishments

Chapter III : PENAL REMEDIES AND PENANCES

Can.

1339 § 1 When some one is in a proximate occasion of committing an offence or when, after an investigation, there is a serious suspicion that an offence has been committed, the Ordinary either personally or through another can give that person a warning.

§ 2 In the case of behaviour which gives rise to scandal or serious disturbance of public order, the Ordinary can also reprove the person, in a way appropriate to the particular conditions of the person and of what has been done.

§ 3 The fact that there has been a warning or a correction must always be proven, at least from some document to be kept in the **secret archive** of the curia.

BOOK VII : JUDICIAL PROCEDURES

PART IV : The Penal Process

Chapter I : THE PRELIMINARY INVESTIGATION

Can.
1719 The acts of the investigation, the decrees of the Ordinary by which the investigation was opened and closed, and all those matters which preceded the investigation, are to be kept in the **secret curial archives**, if they are not necessary for the penal process.

APPENDIX : C

LIST OF RECORDS MICROFILMED BY THE AUTHOR

Sl. No.	Name of the Place, Name of the Church & year of Establishment	REGISTERS		
		Baptisms	Marriages	Burials
1.	ACHARAPAKKAM St Joseph's Church, 1871	1900 – 1935 1935 – 1953 1925 – 1935 1952 – 1970 (208)*	1953 – 1970 (25)	1953–1998 (36)
2.	ALPHONSAPURAM St Thomas' Church, 1952	1949 – 1973 1973 – 1984 1984 – 1997 (193)	1952 – 1990 (39)	1954 – 1991 (18)
3.	ARAMBAKKAM Our Lady of Angles' Church, 1912	1930 – 1954 1954 – 1983 (140)	1936 – 1995 1964 – 1998 (40)	1964 – 1998 (15)
4.	AVADI St Antony's Church, 1943	1946 – 1962 1959 – 1971 1971 – 1973 1973 – 1992 (267) 1993 – 1999 (43)	1951 – 1959 1959 – 1982 1982 – 1999 (90)	1959 – 1999 (49)
5.	BASIN BRIDGE Mary Help of Christians' Church, 1953	1953 – 1967 1967 – 1984 1985 – 1999 (315)	1954 – 1977 1977 – 1998 (98)	1953 – 1997 (33)
6.	BROADWAY St Francis Xavier's Church, 1878	1878 – 1916 1878 – 1903 1922 – 1941 1917 – 1922 1923 – 1948 1948 – 1956 1878 – 1903 1922 – 1941 1917 – 1922 1956 – 1962 1962 – 1963 1962 – 1968 1978 – 1993 (926) 1968 – 1978 (100)	1919 – 1920 1924 – 1948 1923 – 1948 1949 – 1974 (172)	1930– 1976 (166)

Sl. No.	Name of the Place, Name of the Church & year of Establishment	REGISTERS		
		Baptisms	Marriages	Burials
7.	CHEYUR Our Lady of Good Voyage Church, 1811	1901 – 1909 1909 – 1917 (337) 1912 – 1932 1932 – 1941 1941 – 1950 1951 – 1974 (393)	1880 – 1942 1899 – 1942 1943 – 1982 1963 – 1974 (189)	1921 – 1973 (39)
8.	CHINGLEPUT St Joseph's Church, 1930	1913 – 1922 1922 – 1933 1933 – 1954 1954 – 1967 1954 – 1968 1968 – 1972 1972 – 1988 (637)	1908 – 1913 1914 – 1922 1922 – 1970 (79)	1922 – 1968 (61)
9.	CHINTADRIPET Queenship of Mary Church, 1904	1904 – 1919 1920 – 1930 1930 – 1941 1938 – 1952 1952 – 1962 1962 – 1970 1971 – 1986 (605)	1923 – 1930 1930 – 1982 (119)	1904 – 1923 1930 – 1948 1948–1977(313)
10.	COVELONG Mount Carmel Church, 1810	1913 – 1922 1923 – 1931 1931 – 1943 1943 – 1958 1958 – 1967 1967 – 1973 1974 – 1992 1992 – 1999 (556)	1810 – 1922 1923 – 1976 1977 – 1999 (132)	Book 1,2&3 (117)
11.	DHARKAST Assumption Church, 1955	1955 – 1975 (62)	1925 – 1937 1955 – 1998 (50)	1925 – 1940 1955 – 1995 (50)

Sl. No.	Name of the Place, Name of the Church & year of Establishment	REGISTERS		
		Baptisms	Marriages	Burials
12.	EGMORE Sacred Heart Church, 1848	1848 - 1888 1888 - 1915 1915 - 1922 1922 - 1931 1931 - 1935 1936 - 1939 1939 - 1950 1951 - 1965 1965 - 1978 (614)	1871 - 1900 1901 - 1922 1922 - 1947 1948 - 1952 (269)	1870 - 1900 1922 - 1935 1936 - 1945 1946 - 1947 1948-1997 (323)
13.	GEORGE TOWN Assumption Church, 1640	1899 - 1922 1922 - 1945 1945 - 1960 (356)	1901 - 1954 (96)	1942-1976 (161)
14.	GEORGE TOWN St Mary's Co-Cathedral, 1642	1751 - 1766 1767 - 1770 1770 - 1772 1780 - 1787 (214) 1840 - 1857 1856 - 1878 1879 - 1892 1879 - 1914 1914 - 1922 1983 - 1934 1934 - 1951 1951 - 1974 (820)	1841 - 1856 1856 - 1909 1876 - 1922 (514) 1909 - 1922 1923 - 1950 1951 - 1991 (140)	1840 - 1856 1856 - 1892 1892 - 1969 1928 - 1938 1938 - 1943 1960 - 1997 (1124)
15.	KANCHEEPURAM Church of Immaculate Heart of Mary, 1944	1929 - 1981 (113)	1944 - 1999 (65)	1943 - 1991 (39)
16.	KASIMODE St Theresa's Church, 1940	1924 - 1933 1933 - 1942 1942 - 1956 1956 - 1962 1962 - 1968 1968 - 1974 1974 - 1981 (715) 1981 - 1990 (228)	1924 - 1953 1953 - 1981 (155)	1961 - 1982 (116)

Sl. No.	Name of the Place, Name of the Church & year of Establishment	REGISTERS		
		Baptisms	Marriages	Burials
17.	KILACHERI Sacred Heart Church, 1786	1833 – 1846 1847 – 1876 1923 – 1937 (282)	1840 – 1879 1876 – 1922 1923–1948 (334)	1840 - 1930 (100)
18.	KILPAUK Votive Shrine of the Immaculate Heart of Mary, 1953	1953 – 1962 1962 – 1968 1968 – 1973 1974 – 1978 1979 – 1985 1984– 1991 1991 – 1998 1998 – 1999 (750)	1954 – 1966 1966 – 1975 1975 – 1991 1992–1999 (233)	1953 – 1975 (61) 1973 – 1993 1993–1999 (131)
19.	KODAMBAKKAM Fatima Church, 1951	1930 - 1976 1951 - 1961 1961 - 1968 1968 - 1973 1974 - 1983 1923 - 1994 1994 – 1999 (543)	1951 – 1967 1967 – 1974 1978–1999 (177)	1951 – 1971 1971 – 1981 1982 – 1999 (157)
20.	K.K.PUDUR St Joseph's Church, 1857	1890 – 1911 (105) 1911 – 1948 1913 – 1930 1930 – 1948 1948 – 1970 (376)	1869 – 1967 1938 – 1972 (149)	1943 – 1970(50)
21.	LITTLE MOUNT Church of Our Lady of Health, 1551	1889 – 1899 1899 – 1910 1911 - 1915 1915 – 1922 1922 – 1946 1946 – 1957 1957 – 1967 1962 – 1975 1985 – 1992 (499)	1912 – 1917 1917 – 1922 1922 – 1969 1969 – 1993 (283)	1911 – 1917 1917 – 1922 1922 – 1958 1958–1975 (283)

Sl. No.	Name of the Place, Name of the Church & year of Establishment	REGISTERS		
		Baptisms	Marriages	Burials
22.	LUZ Our Lady of Light Church, 1516	1808 - 1880 1880 - 1888 1916 - 1922 1922 - 1940 1940 - 1961 1962 - 1971(436) 1971 - 1985(165)	1899 - 1922 1922 - 1972 (101)	1808 - 1844 1845 - 1888 1888 - 1922 1922 - 1958 1958-1977 (306)
23.	MADAVARAM St Sebastian's Church, 1942	1949 - 1978 1980 - 1994 1994 - 1999(273)	1950 - 1999(80)	1950 - 1998 (57)
24.	MADURANTAKAM St Antony's Church, 1940	1941 - 1968 1933 - 1946 1953 - 1962(179) 1968 - 1970 1969 - 1998 1987 - 1990 (188)	1942 - 1961 1962 - 1975 1964 - 1970 1976 - 1998(139)	1953 - 1975 1976 - 1985 1994 - 1997 (50)
25.	MAHABALIPURAM Holy Family Church, 1944	1943 - 1963 1964 - 1974 1974 - 1999 (156)	1944 - 1974 1974 - 1999 (59)	1943 - 1973 1974- 1999(37)
26.	MANAMPATHI KANDIGAI Our Lady of Purification Church, 1892	1929 - 1947(152) 1948 - 1969 (70)	1931 - 1962 1963 - 1966 1984 - 1999(156)	1970 - 1994 (63)
27.	MOLASUR St Joseph's Church, 1953	1953 - 1970 1970 - 1999 (138)	1954 - 1999 (57)	1953 - 1999(53)
28.	NUNGAMBAKKAM St Theresa's Church, 1912	1911 - 1922 (62) 1922 - 1933 1933 - 1941 1938 - 1946 1946 - 1950 1950 - 1954 1954 - 1958 1958 - 1963 1964 - 1968 1968 - 1973 1974 - 1983 (1050) 1983 - 1993 (187)	1912 - 1916 1916 - 1922 1917 - 1922 1923 - 1943 1943 - 1968 1968 - 1975 1976 - 1991(336)	1912 - 1924 1930 - 1939 1939 - 1950 1950 - 1955 1955 - 1961 1961 - 1969 1968 - 1978 1978 - 1986 (468)

Sl. No.	Name of the Place, Name of the Church & year of Establishment	REGISTERS		
		Baptisms	Marriages	Burials
29.	PALLAVARAM St Francis Xavier's Church, 1853	1856 - 1908 (38) 1849 - 1922 1922 - 1934 1934 - 1947 1947 - 1960 1960 - 1969 1969 - 1974 1974 - 1985 1985 - 1993 (770)	1856 - 1920 1880 - 1922 1923 - 1960 1960 - 1971 1970 - 1974 1974 - 1997(327)	1849 - 1922 1922 - 1946 1946 - 1986 (169)
30.	PALLIAGARAM Santa Maria Church, 1934	1920 - 1946 1946 - 1953 1953 - 1970 (339)	1943 - 1952 1940 - 1959 1881 - 1891 (45)	1945 - 1970 (35)
31.	PALNELLORE Our Lady of Health Church, 1925	1922 - 1930 1930 - 1954 1954 - 1970 1971 - 1999 (217)	1922 - 1979 1979 - 1998 (78)	1922 - 1970 1973 - 1998(83)
32.	PANNUR Our Lady of Health Church, 1859	1873 - 1922 (53) 1923 - 1934 1934 - 1953 (253)	1923 - 1947 (161)	Not available
33.	PARK TOWN St Antony's Church, 1954	1944 - 1999 (85)	1944 - 1980 1977 - 1998 (36)	1963 - 1999(28)
34.	PERAMBUR Our Lady of Lourdes Shrine, 1903	1901 - 1914 1915 - 1922 1939 - 1946 1923 - 1939 1953 - 1958 1958 - 1960 1960 - 1964 1964 - 1967 1967 - 1972 1972 - 1977 1974 - 1977 (1086) 1977 - 1980 1981 - 1984 1983 - 1989 1990 - 1994 1994 - 1998 (492)	1907 - 1923 1923 - 1945 1945 - 1956 1956 - 1966 1967 - 1971 1972 - 1973 1974 - 1982 1983 - 1991 1991 - 1997(534)	1901 - 1947 1950 - 1966 1966 - 1980 1981 - 1994 1995 - 1997 (425)

Sl. No.	Name of the Place, Name of the Church & year of Establishment	REGISTERS		
		Baptisms	Marriages	Burials
35.	POONAMALLEE St John the Baptist Church, 1818	1856 - 1922 1923 - 1953 1953 - 1972 1972 - 1986 (294)	1923 - 1980 (61)	1856 - 1938 1939 - 1980(91)
36.	PUDUPET St Antony's Church, 1873	1873 - 1909 1910 - 1922 1929 - 1926 1926 - 1947 1947 - 1956 1956 - 1969 (672)	1873 - 1922 1876 - 1922 1923 - 1945 1945 - 1960 1960 - 1986 (383)	1873 - 1931(64) 1931 - 1948 1948 - 1998 (219)
37.	PULICAT Church of Our Lady of Glory, 1515	1923 - 1957 (63)	Upto 1877 (69) 1923 - 1987	1803 - 1846(38)
38.	RAJA ANNAMALAIPURAM Our Lady of Guidance Church, 1582	1789 - 1816 1817 - 1840 1873 - 1886 1887 - 1922 1922 - 1936 1936 - 1954 1954 - 1960 1960 - 1977 1977 - 1989 (693)	1789 - 1816 1819 - 1883 1883 - 1922 1922 - 1968(207)	1818 - 1884 1885 - 1922 1922 - 1942 1941 - 1959 1959 - 1977(309)
39.	RAVATHANALLUR KANDIGAI Immaculate Conception Church, 1859	1892 - 1910 1911 - 1937 1937 - 1970 (418)	1931 - 1939 1931 - 1984(156)	1931 - 1969 1969 - 1970(67)
40.	RASHANAGARAM St Ignatius' Church, 1910	1904 - 1905 1923 - 1933 1933 - 1969 1969 - 1973 1974 - 1998 (242)	1924 - 1974 (31)	1905-1995(25)

Sl. No.	Name of the Place, Name of the Church & year of Establishment	REGISTERS		
		Baptisms	Marriages	Burials
41.	ROYAPETTAH Presentation of Our Lord Church, 1930 - 1943	1840 - 1856 1856 - 1922 1923 - 1930 1923 - 1930 1941 - 1953 1953 - 1962 1962 - 1971 (606) 1971 - 1982 1983 - 1999 (278)	1840 - 1856 1856 - 1876 1876 - 1922 1948 - 1966 1930 - 1980(233)	1840 - 1856 1856 - 1930 1930 - 1948 1967 - 1984(450)
42.	ROYAPURAM Mater Dolorosa Church, 1902	1911 - 1920 1920 - 1926 1926 - 1932 1932 - 1938 1938 - 1948 1948 - 1956 1956 - 1964 1964 - 1974 (561)	1911 - 1922 1907 - 1922 1923 - 1934 (79) 1935 - 1952 1952 - 1974 1974 - 1992(133)	1956 - 1970 1970 - 1991(92)
43.	ROYAPURAM St Antony's Church, 1869	1869 - 1908 (79) 1909 - 1922 1922 - 1932 1932 - 1936 (173)	1870 - 1904 1922 - 1933 (122)	Not available
44.	ROYAPURAM St Peter's Church, 1824	1890 - 1899 1899 - 1908 1936 - 1939 1923 - 1941 1953 - 1962 1962 - 1994 (743)	1934 - 1983 (66)	Not Available
45.	SANTHOME Santhome Cathedral Basilica, 1523	1899 - 1905 1905 - 1913 1922 - 1928 1928 - 1933 1933 - 1942 1943 - 1950 1950 - 1957 1957 - 1963 1963 - 1969 (884) 1969 - 1974 1975 - 1984 1984 - 1993 (325)	1889 - 1899 1900 - 1922 1922 - 1944 1944 - 1971 1972 - 1989 (422)	1899 - 1903 1903 - 1922 1922 - 1929 1930 - 1938 (390) 1938 - 1952 1952 - 1966 1967 - 1974 1974 - 1995 (386)

Sl. No.	Name of the Place, Name of the Church & year of Establishment	REGISTERS		
		Baptisms	Marriages	Burials
46.	SELLAMPATTIDA Presentation Church, 1861	1922 - 1942 1942 - 1953 1958 - 1982 (260)	1923 - 1971(521)	1930 - 1964 (64)
47.	ST.THOMAS MOUNT St Patrick's Church, 1547	1751 - 1880 (204) 1837 - 1856 1877 - 1894 1856 - 1901 1901 - 1914 1914 - 1920 1920 - 1922 1922 - 1928 (1100) 1928 - 1934 1934 - 1944 1942 - 1951 1951 - 1956 1956 - 1962 1962 - 1965 1965 - 1969 1979 - 1996 (437)	1819 - 1864 1876 - 1888 1856 - 1922 1922 - 1948 1948 - 1958 1958 - 1965 1966 - 1971 1972 - 1973 1974 - 1992(490)	1857 - 1898 1898-1922 (191) 1922 - 1936 1936 - 1953 1953 - 1967 1967 - 1988 (272)
48.	TAMBARAM Church of Our Lady of Rosary, 1940	1942 - 1956 1956 - 1966 1966 - 1973 1974 - 1984 1994 - 1999 (515)	1942 - 1984 1985 - 1999(329)	1942 - 1975 1975 - 1999(150)
49.	TIRUVALLUR St Francis de Sales Church, 1954	1954 - 1984 1984 - 1999 (110)	1955 - 1998 1998 - 1999 (49)	1958 - 1999 (19)
50.	VALARPURAM Sacred Heart Church, 1850	1903 - 1922 1923 - 1943 1943 - 1979 1979 - 1999 (270)	1903 - 1922 1923 - 1980(91)	1903 - 1932 1932 - 1959 1959 - 1999 (141)

Sl. No.	Name of the Place, Name of the Church & year of Establishment	REGISTERS		
		Baptisms	Marriages	Burials
51.	VEPERY St Andrew's Church, 1830	1856 – 1882 1882 – 1897 1897 – 1902 1887 – 1889 1905 – 1910 1910 – 1916 (592) 1916 – 1922 1922 – 1930 1929 – 1930 1908 – 1892 1923 – 1926 1926 – 1928 1931 – 1936 1936 – 1939 1939 – 1950 1950 – 1960 1960 – 1969 1969 – 1974 1974 – 1982 1983 – 1993 (710)	1840 – 1856 1856 – 1923 1876 – 1923(331) 1923 – 1935 1935 – 1947 1948 – 1958 1958 – 1982(223)	1840 – 1856 1856 – 1887 1888 – 1919 1919 – 1966 1966 – 1999(619)
52.	VEPERY St Joseph's Church, 1930	1930 – 1934 1934 – 1941 1942 – 1950 1950 – 1958 (678) 1958 – 1967 1974 – 1986 1987 – 1999 (74)	1930 – 1944 1943 – 1953 1954 – 1973 1974 – 1999(276)	1930 – 1962 1963 – 1986 1987 – 1997(180)
53.	WASHERMANPET St Roque's Church, 1914	1914 – 1922 1923 –1932 1932 – 1941 1941 – 1949 1949 – 1978 1978 – 1993 (501)	1914 – 1922 1923 – 1963 (75)	1914 – 1932 1932 – 1957 1980 – 1997(456)

ABSTRACT

NUMBER OF FRAMES OF MICROFILM OF DIFFERENT REGISTERS

Baptism Registers	:	28,268 frames
Marriage Registers	:	9,454 frames
Burial Registers	:	9,439 frames
Total	**:**	**47,161 frames**

APPENDIX D

LIST / CATALOGUE OF 18TH AND 19TH CENTURY DOCUMENTS AVAILABLE IN THE ARCHIVES OF THE ARCHDIOCESE OF MADRAS - MYLAPORE

I. LIST OF BOUND VOLUMES OF DOCUMENTS

No.	Date of beginning	Origin	Nature
1	15th July 1753	Meliapor Cathedral	Baptisms at the Cathedral (1753 –1843)
2	4th December 1761	Pulicatte Church	Marriages at Pulicatte (1792 – 1818)
3	25th October 1764	Archdiocese of Goa	Regimento do auditorio do Arcebispo Primacial de Goa
4	2nd May 1772	Meliapor Cathedral	Receipts and expenses of the Cathedral (1772 – 1807)
5	22nd May 1772	Meliapor Cathedral	Marriages at the Cathedral (1772 – 1888)
6	——— 1780	Meliapor Mission, Mylapore	Correspondence and Regulations of the Augustinians (1780-1835)
7	3rd April 1784	Meliapor Diocese	Sundry historic correspondence on the administration of the Diocese (1784 – 86)
8	14th May 1784	Meliapor Diocese	Provisions and oaths (1784-90)
9	1st July 1787	Meliapor Diocese	Bull of erection of the Diocese of Meliapor, and sundry documents and letters on the administration of the Diocese (July 1757 – 1862).[2]
10	27th December 1787	Sadras	Baptisms, Marriages, and Burials at Sadras (1786 – 1808)
11	17th April 1789	Meliapor Diocese	Correspondence of Fre Manuel de Jesus Maria Jose, etc. (1788 – 1838)
12	1st May 1789	Meliapor Diocese	Provisions, etc
13	6th October 1789	Meliapor Diocese	Acts of episcopal visitations (1789-1805)
14	— January 1790	St. John's Church, Madras	Names of the Members of the Confraternity of O.L. of Mount Carmel in St. John's Church, Madras.[1]
15	9th February 1790	Meliapor Diocese	Certidoes de Missas (1790 – 1836)
16	7th November 1790	Pulicatte Church	Burial tariff and Burials at Pulicatte (1790 - 1813)

No.	Date of beginning	Origin	Nature
17	27th May 1791	Meliapor Diocese	Correspondence (1791 – 1800)
18	— February 1792	Meliapor Diocese	Receipts and expenses of the Diocese (1792 - 1807)
19	6th May 1798	Meliapor Diocese	Assentos de satisfaccao das pencoes e esmolas da Missas (1790 - 1836)
20	7th August 1799	Meliapor Diocese	Provisions, circulars, etc. (1800 - 61)
21	6th September 1800	Meliapor Diocese	Provisions for mixed marriages (1800 - 65)
22	12th March 1805	Meliapor Diocese	Requirementos e despachos por Rev. Fr Jose da Piedade, Governador Episcopal (1805)
23	——— 1805	Great Mt St Thomas	Inventory of the Church of Great Mount (1805)
24	22nd April 1810	Bengal	Correspondence and regulations concerning Bengal (1801 - 57)
25	26th Sep. 1813	Covelong Mission	Baptisms at Covelong (1809 - 65)
26	11th Nov. 1813	Covelong Mission	Burials at Covelong (1816 - 66)
27	14th Aug. 1819	Meliapor Diocese	Receipts and expenses of the Diocese (1819 - 23)
28	19th Nov. 1819	Meliapor Diocese	Fundo actual da Diocese pela morte do Mto Rev. Fr Jose de Graca em 1819
29	2nd January 1822	Meliapor Diocese	Receipts and expenses of the Diocese (1829 - 42)
30	4th August 1823	Meliapor Cathedral	Burials from Meliapor Cathedral (1823– 75).
31	— January 1824	Meliapor Diocese	Receipts and expenses of the Diocese (1824 - 28)
32	—— August 1824	Meliapor Diocese	Inventory of the properties of the Diocese (1824)
33	27th Sep. 1825	Meliapor Diocese	Registo de Hospicio de S. Domingos em Meliapor (1825)
34	1st Sep. 1826	Meliapor Diocese	General inventory of the Bishopric (1826)
35	29th Nov. 1828	Meliapor Diocese	Provisions and correspondence concerning the Diocese (1823 - 38)
36	7th February 1831	Luz Church	Correspondence on the Luz Church.[1]
37	24th Sep. 1838	Meliapor Diocese	Letters from the Vicars Apostolic of Madras and Pondicherry, claiming the Churches of Meliapor, with answers and protests
38	——— 1843	Meliapor Diocese	Receipts and expenses of the Diocese (1843 - 48)

No.	Date of beginning	Origin	Nature
39	29th June 1844	Bengal Mission	Pastorals, provisions, etc., of the Arch bishops of Goa and Bishops of Meliapor for the Mission of Bengal (1844 - 56)
40	—Sep. 1848	Meliapor Diocese	Receipts and expenses of the Diocese (1848- 53)
41	30th Sep. 1848	Meliapor Diocese	Correspondence (1848 – 60)[2]
42	13th Nov. 1848	Meliapor Diocese	Appontamentos da Commissao Ecclessiastica de Meliapor (1848 – 49)
43	3rd January 1852	Meliapor Diocese	Correspondence on the probate of Felix Joaqum's will.[1]
44	— August 1852	Meliapor Diocese	Receipts and expenses of the Diocese (1852-62)
45	4th August 1853	Meliapor Diocese	Pastorals, Decrees, and administrative correspondence (1856 – 66)
46	3rd Sep. 1859	Bengal Mission	Pastorals, circulars, and decrees on the administration of the Bengal Mission (1859-78)
47	3rd Nov. 1862	Meliapor Diocese	Various officios e correspondencias with the ecclesiastical authorities (1862 – 78)
48	— Nov. 1862	Meliapor Diocese	Receipts and expenses of the Diocese (1862 – 69)
49	—— 1869	Meliapor Diocese	Receipts and expenses of the Diocese (1869 – 78)
50	25th March 1870	Meliapor Diocese	Appeal for subscriptions for the completion of the College and Seminary, by the Rev. B. F. Amarante
51	6th April 1873	Bengal Mission	Pareceres da Commissao dos fundos da Missao de Bengala (1873 – 78)
52	8th January 1874	Meliapor Diocese	Matricula do clero dircesamo e congrumnas fixas por Rev. B. Faimstsute (1874)
53	1st May 1878	Meliapor Diocese	Orcamentos e follas comparatiwas feitas por Mto Rev A. Thomas de Silva Leitao e Casto. Visitador das Missoes Portuguezas, para a adminastracao dos bens da Mitra (1878 – 86)
54	—— June 1878	Meliapor Diocese	Receipts and expenses of the Diocese (1878-81)
55	28th April 1879	Meliapor Diocese	Provisoes e officios do Mto Rev. A. Th. Da Silva Leitao e Castro (1879 – 82)
56	30th June 1880	Meliapor Diocese	Acts of the administrative Commission of the Diocese (1881-86)

No.	Date of beginning	Origin	Nature
57	1st July 1883	Meliapor Diocese	Bulls, Briefs, Pastorals, Provisions, and Portarias of the Ecclesiastical Authorities (1883 - 84)
58	19th Nov. 1883	Meliapor Diocese	Correspondence from the Ecclesiastical Authorities (1883 - 86)
59	—— May 1890	Meliapor Diocese	Diary of the expenses of the Diocese (1890- 91)
60	No date	Meliapor Diocese	Blank.

[1] English.

[2] English and Portuguese.

Registers of which the language is not specially mentioned are in Portuguese.

II. LIST / CATALOGUE OF DETACHED PAPERS

This heading has been divided into three groups :

A. Documents related to the Missions in Bengal;

B. Burma;

C. Different parts of India.

A. BENGAL

The 1st Column shows the serial number; the 2nd the number written on the document, the 3rd, the language in which it is written (E = English, F = French, L = Latin, P = Portuguese); the 4th the date; the 5th describes its contents as shortly as possible.

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
1	2889	P	18th March 1704	The King of Portugal ordains that the Provincial of the Augustinians and the Bishop of Meliapor appoint conjointly the parish-priests of the Bengal Churches.

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
2	4113	P	25th Sep. 1730	Fre D'Assumpcao, Vicar da Vara, Calcutta, asks for wardens and the necessary status
3	2696	L	24th Feb. 1744	Pope Benedict XIV grants to the Augustinians the faculty of giving the Papal blessings after a Mission preached in Lent or Advent
4	2940	P	————1749	Correspondence between the Viceroy and the Bishop of Meliapor on the different Churches of the Padroado
5	4208	P	1st May 1755	L. da Costa Cravo, Bengal, writes to Pe Caetano d'Assumpcao about the great need of building another Church
6	2681	L	5th March 1763	The Sacred Congregation of Propaganda answers the Bishop of Meliapor and his report on the Diocese
7	2682	L	5th March 1763	The Sacred Congregation of Propaganda to Fre Bernardo de S.Caetano about a mixed marriage
8	2679	L	2nd May 1763	Pope Clement XIII. grants that a priest in Bengal be delegated to confer the Sacrament of Confirmation
9	2668	L	10th Dec. 1768	The Sacred Congregation of Propaganda requires a census of the faithful
10	2667	L	18th Sept.1773	Jose Cardinal de Castillo inquires about the expulsion from the Confraternity of the Rosary, Calcutta, of one of its members
11	2903	P	7th April 1774	The King of Portugal reserves to himself appointments to the dignities of Canon, Vicar. Chaplain and so on.

Sl. No.	No. of docu.	Language	Date	Description of the Content
12	2664	L	23rd July 1774	Some priests in Bengal receive permission, for 6 years, to confer the Sacrament of Confirmation. Cf. No.2679
13	2904	P	3rd February 1775	The Governor General of Goa writes to the Bishop of Meliapor about Fre Joao de S. Anna's appointment to Bengal, and difficulties which have arisen in consequence
14	2905	P	5th March 1775	Queen of Portugal desires information on the Padroado Missions
15	828	P	27th May 1775	A layman to the Vicar of Calcutta about some property left to the Church.
16	3561	P	20th June 1776	The Archbishop of Goa to Bishop of Meliapor about some Friars who went to Bengal.
17	3566	P	3rd April 1777	The Archbishop of Goa to the Bishop of Meliapor about Bengal
18	3564	P	9th March 1778	The Archbishop of Goa to the Vicar Provincial of the Augustinians, forwarding the Queen's decree restoring to the Augustinians all the Missions of which they had been deprived
19	3567	P	8th May 1778	The Archbishop of Goa to the Bishop about a priest going to Meliapor or Bengal
20	3581	P	27th June 1778	Fre Jose Guilherme, Calcutta, to P Antonio de Souza

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
21	3540	P	22nd Dec. 1778	Fre Jose de S. Joaquim, Provincial of the Augustinians, Goa, to the Bishop of Meliapor: relates the death of Fre Theodoro, Provincial, on December 6, 1778, and requests that, to avoid conflicts, the two jurisdictions in Bengal be united
22	3537	P	19th February 1779	Fre Jose de S. Joaquim, Goa, about Fre Manoel de S Alipio, who is appointed to Bengal
23	3539	P	24th February 1779	Fre Jose das Onze Mil Virgens, Prior of Bandel, Hugli, on the appointment of Fre Caetano de S. Jose as Vicar Prior of Bandel
24	2890	P	16th March 1779	Queen D. Maria asks for information on the Regulars employed as Vicars
25	2901	P	16th March 1779	Queen D. Maria declares that the Regulars employed as Vicars are subject to the Bishops
26	3554	P	29th March 1779	The Archbishop of Goa forwards to the Bishop of Meliapor documents proving that Bengal always depended on Meliapor.
27	3584	P	20th May 1780	Anonymous - Wishing Fre Jose Guilherme, a happy journey to Bengal, and success in his ministry
28	4700	P	31st July 1782	J.Z. Kierander on the Catholic of. Calcutta
29	3543	P	12th March 1784	Instructions to the Definitor Fre Manoel de Jesus, when he went as Visitor to Bengal
30	3544	P	15th May 1784	The Provisor to the Visitor, Fre manoel de Jesus, about Fre Agustinho da Penha de Franca and so on.

Sl. No.	No. of docu.	Lang- uage	Date	Description of the Content
31	3586	P	13th May 1786	The Pe Francisco dos Prazeres to Fre Manoel de Jesus, Superior of the Meliapor Mission, about the Mission
32	3585	P	18th May 1786	Pe Francisco dos Prazeres has received certain letters of 1650
33	3072	L	8th March 1787	Correspondence on the Church of Chandernagor
34	2147	P	25th March 1787	Fre Patricio de S.Jose complains to Fre Luiz de S.Anna about the Christians; owing to the Concordat
35	2149	P	25th March 1787	Fre Jose de S.Anna asks Fre Luiz dos Remedios for certain wooden objects
36	2150	P	25th March 1787	Fre Jose de. S.Anna about the Propagandists in Burma
37	3001	P	26th May 1787	Leao de Flor (Bengal) agrees to having her children brought up as Catholics
38	3582	P	18th June 1788	Fre Jose Guilherme, Calcutta, to friends about his arrival at Gates
39	3583	P	27th July 1788	Fre Jose Guilherme, Calcutta, complaining that something has been written against him in a newspaper
40	5795	P	———1788	Fre Manuel de J.M.J., about to leave for Bengal, appoints Fre Luis de S. Anna as Governor of the Diocese
41	2989	P	26th April 1789	The Archbishop of Goa ordains that jurisdiction is not to be granted to Regulars until they have been presented, accepted, and confirmed
42	4824	F	3rd August 1789	Pe O'Meighan, Calcutta, to the Bishop of Meliapor
43	4825	F	28th Nov. 1789	Pe O'Meighan, Calcutta, to the Bishop of Meliapor
44	2815	P	17th Nov. 1790	Fre Pedro Maria Lanfranki, a Capuchin wishes from Calcutta

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
45	2814	P	26th Dec. 1790	Fre Pedro Maria Lanfranki, a Capuchin wishes a happy feast to the Bishop of Meliapor
46	2572	L	4th January 1791	Fre Marco, Chandernagor, cannot help in Calcutta, for want of Missionaries
47	2573	P	25th February 1791	Fre Jose da Graca, Calcutta, on Fre marco's new projects
48	4046	F	2nd April 1791	Pe Ferdinando says that Pe Vicente is gone to Bengal
49	2749	P	15th July 1791	Fre Pedro Maria Lanfranki, a Capuchin, writes about the Calcutta Missions
50	2571	P	15th January 1792	Fre Jose da Graca to the Minister of marine about the Propagandists
51	2594	L	12th Dec. 1797	Fre Angelo, Chandernagor, about Fre Carolo, the Perfect Apostolic of Chandernagor
52	3479	P	23rd April 1799	The Archbishop of Goa forwards to the Bishop of Meliapor complaints against the clergy of Calcutta
53	5808	P	17th Nov. 1802	Thomas Mello and Fre Jose da Piedade about Fre do Cenaculo
54	4354	E	31st January 1803	Fre Jose da Piedade, Governor, tells the Portuguese Consul, Calcutta, that to grant the privilege of a private Chapel belongs to the Holy See
55	3303	P	2nd May 1804	D.Lourenco, Apostolic Nuncio of Lisbon, grants that Mass be said in Sr Luis Barretto's private Chapel (Bengal)
56	3302	P	16th Sep. 1806	The Bishop of Meliapor objects to nominations as Vicars in Bengal made by the Provincial of the Augustinians
57	3209	P	21st Sep. 1806	- do -

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
58	5327	P	14th February 1807	Pe. F.Prazeres (Chinsurah) on similar subjects
59	5325	P	11th March 1807	Pe. F.Prazeres (Chinsurah) about the wardens of Calcutta
60	5323	P	17th March 1807	J.Barreto about the Provisor and the wardens
61	5326	P	21st March 1807	Pe. F.Prazeres (Chinsurah) on sundry affairs at Calcutta
62	5329	P	2nd May 1807	Pe. F.Prazeres (Chinsurah) on the same subject
63	5324	P	24th May 1807	Pe. F.Prazeres (Chinsurah) on mixed marriages, publications of banns, abstinence and so on
64	3188	P	27th Nov. 1807	Fre Caetano de Saldanha of Masulipatam about a Capuchin, who, on his way to Bengal, conferred the Sacraments at Yanaom
65	5768	P	22nd Feb. 1808	Jos. Barretto to Pe Graca, the Governor of the diocese
66	5769	P	11th Dec. 1808	Pe Franc. dos Prazeres to the Governor of the diocese.
67	5294	P	14th April 1809	Mrs.Grace Elizabeth wishes to build a Church at Baithakhana
68	4344	P	3rd Nov. 1809	The Episcopal Governor on the building of a new Church at Baithakhana
69	3281	P	25th May 1810	The Bishop Elect of Meliapor (Lisbon) recommends for Bengal Pe Luis Gonzaga of Goa
70	5311	P	15th January 1811	About the Baithakhana Church
71	6132	P	17th January 1811	The Archbishop of Goa orders the Governor of the Meliapor Diocese to go to Calcutta and settle certain points
72	3652	P	———June 1811	Jubilee published in Calcutta and Bengal

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
73	4439	P	12th April 1812	Don Francisco Ferreira de Azevedo, Bishop Elect of Meliapor, recommends Fre Ant. Da Graca for Calcutta
74	5308	P	31st July 1813	Permission asked by Bandel for erecting an altar to the Blessed Virgin Mary
75	5322	P	30th April 1816	Pe. F. Prazeres, Prior of Bandel, asks for permission to build a Church at Dacca, the Tesago Church being now deserted
76	4321	P	30th June 1817	Fre Jose da Graca, forbids the Superior in Bengal to mix himself up with civil matters
77	5777	P	13th August 1818	Fre Manoel de S. Thereza writes from Calcutta
78	4233	P	6th December 1818	Fre Jose da Graca, Episcopal Governor, writes to the Bishop of Meliapor that the Europeans who supported Pe Vicente Ferrer do not wish him to return to Calcutta
79	5128	P	3rd July 1824	E.Lazaro, Calcutta, on the marriage of James William with Lenora de Monte
80	5771	P	24th June 1826	Fre Ant. d'Assumpcao (Nagory) about the Provisor's death
81	6029	E	19th Sep. 1829	The wardens of Calcutta against the provision of the Episcopal Governor
82	6031	P	28th Sep. 1829	The old wardens against the new wardens
83	6030	P	29th Sep. 1829	The Provisor's order to acknowledge the wardens
84	6032	P	——1829	Election of a Vicar and wardens in Calcutta

Sl. No.	No. of docu.	Language	Date	Description of the Content
85	6033	P	————1829	Election of a Vicar for 3 years in Calcutta
86.	4582	P	3rd January 1830	James Rostan, etc. on the new wardens
87	4583	P	20th January 1830	The Episcopal Governor's answer to James Rostan
88	4584	P	24th Nov. 1830	The old wardens to the Episcopal Governor
89	4589	P	17th Dec. 1830	The Episcopal Governor to the wardens of N.S. do Rosario, Calcutta
90	5776	P	6th January 1831	The wardens of N.S. do Rosario, Calcutta, about Fre Ant. de S. Maria
91	4581	P	12th January 1831	Mrs.Pascoa Barretto de Souza, Calcutta, wishes to endow a Church of the Sacred Heart
92	4570	P	24th March 1831	Fre Ant. D' Assumpcao about the selection of wardens
93	4547	P	16th August 1831	Fre Ant. D' Assumpcao about the affairs in Calcutta
94	4546	P	6th Sept. 1831	Fre Ant. D' Assumpcao about the affairs in Calcutta
95	4545	P	15th Nov. 1831	Fre Ant. D'Assumpcao asks permission to refute the Ball of Fre Paulo, the Captain
96	4580	P	12th Dec. 1831	Fre Ant. D' Assumpcao on Fre Paulo, a Capucin in Calcutta, who is bent on extinguishing the Padrado
97	4544	P	28th January 1832	Fre Simao da Conceicao says that the Commissary will be appointed Vicar of the Baithakhana Church
98	4568	P	31st January 1832	Fre Ant. D' Assumpcao about the affairs in Calcutta

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
99	4541	P	9th April 1832	Fre Ant. D' Assumpcao has spent Rs 6,000 belonging to the Convent of Bandel and Rs. 6,000 of his own
100	4543	P	22nd May 1832	The same about Fre Mariano da Assumpcao
101	4542	P	1st November 1832	Fre Ant. D' Assumpcao states that a Committee of 20 has been appointed in Calcutta
102	4569	P	12th Nov. 1832	Fre Ant. D' Assumpcao about the affairs in Calcutta
103	4540	P	22nd March 1833	Fre Simao da Conceicao thankful for his appointment as Prior of Bandel, Hugli
104	4528	P	1st October 1833	Fre Ant. Da Assumpcao, Calcutta, on the Baithakhana Church
105	4527	P	25th October 1833	Fre J.V.M. about the Church of Baithakhana built by Mrs Grace Isabel
106	2106	P	1st February 1834	Fre A. d'Assumpcao says he is much perturbed at the coming of a Vicar Apostolic and asks for leave to open to public worship the Church built by Mrs de Souza
107	2107	P	13th Feb. 1834	Fre A. d'Assumpcao on the Church built by Mrs de Souza
108	2108	P	20th Feb. 1834	Mrs P. Barretto de Souza applies for permission to bless the Church she has built at the cost of Rs.1,08,000 and for permission to open it to the public
109	2098	P	20th February 1834	Mrs. Pasces Barretto de Souza informs Fre A. d'Assumpaco that the Archbishop of Goa and the Bishop of Meliapor allow the blessing of her Church at Dharamtala

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
110	2101	P	22nd Feb 1834	Fre A. d'Assumpcao asks for instructions on certain matters regarding the Mission
111	2102	P	22nd Feb 1834	Fre A. d'Assumpcao asks again for leave to bless the Church at Dharamtala
112	2099	P	14th March 1834	Fre Joaq. Da Virgem Maria states there have been 4 mixed marriages and 13 dispensations from banns between October 1832 and December 1833
113	2100	P	26th March 1834	Fre A.d'Assumpcao on the Church of the S. Heart founded by Mrs.Pascoa Barretto de Souza
114	2097	P	7th July 1834	Fre A. d'Assumpcao sends Rs.200 for Masses
115	2104	P	6th October 1834	Fre A. d'Assumpcao to the Episcopal Governor on a permission to be obtained from the Vicar Capitular of Goa
116	2105	P	6th October 1834	Fre A. d'Assumpcao announces the arrival from Coromandel of the Vicar Apostolic and 5 Jesuits
117	2103	P	22ndNov 1834	Correspondence between Fre A. d'Assumpcao and the Vicar Apostolic
118	5612	P	5th Dec 1834	Protests of the Governor of the Diocese against the Vicar Apostolic of Calcutta
119	2096	P	12th January 1835	About the Augustinians and the Vicar Apostolic of Calcutta
120	2083	P	14th January 1835	Messrs. D'Souza & Co. have sent a cheque of Rs.550 to Dom Teixeira, Bishop Elect of Meliapor

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
121	2084	E	14th January 1835	Messrs.D'Souza & Co. inform Charles Croke, Banker, that they have drawn a cheque of Rs.550 against Charles Cockerill & Co., in favour of Fre Ant. Da Virgem Maria Teixeria
122	2088	E	14th January 1835	Messrs. De Souza & Co. have paid Rs. 550 to Fre A. da Virgem Maria Teixeira
123	2091	E	14th January 1835	Messrs. De Souza & Co. recommend to Hockburn & Co., London, Fre A. da V.M.Teixeira, who goes to Portugal
124	2095	E	14th January 1835	Messrs. De Souza & Co request Messrs. Charles Cockerill & Co, to pay ^ 300 to Fre A. da V.M.Teixeira
125	2086	P	14th February 1835	Fre Jao de S.Maria, Vicar of Baithakhana, asks for copies of Pontifical Bulls
126	2076 (b)	P .	9th March 1835	A. de Souza asks for Bengal able English-speaking priests for Bengal
127	2089	E	20th April 1835	A. de Souza on Padroado questions
128	2087	E	14th July 1835	Messrs. De Souza & Co. on the difficulties arising from the arrival of Propaganda Missionaries
129	2085	P	3rd August 1835	James Rostain informs the Episcopal Governor of S.Thome that he has won his case in Calcutta
130	2090	P	10th August 1835	Fre A. d'Assumpcao, Vicar of Dharamtala, on the state of his parish
131	2093	P	15th October 1835	About the Augustinians and Vicar Apostolic of Calcutta
132	5665	L.P.	15th October 1835	Mgr Robert St. Leger communicates the decree of Rome about the Calcutta Mission

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
133	2081	L	27th October 1835	Bishop Rob. St Leger promulgates the decree of Propaganda declaring that the Church of Calcutta and Bengal belongs to the jurisdiction of the Vicar Apostolic
134	5666	E	27th October 1835	A. D'Souza gives news about Calcutta
135	2092	P	28th October 1835	Fre A. d'Assumpcao announces the arrival of the Vicar Apostolic
136	2080	E	29th October 1835	Fre A. d'Assumpcao has received the decree through the Vicar-Apostolic of Calcutta
137	2094	P	23rd Dec. 1835	About the Augustinians and the Vicar Apostolic of Calcutta
138	2976 (a)	P	2nd February 1836	Fre A. d' Assumpcao expects an answer to a former letter about the affairs of his Church
139	2077	P	10th February 1836	Fre A. d' Assunpaco says that the Padroadists are looked upon in Calcutta as schismatics
140	3439	P	11th April 1836	Royal decree abolishing the Religious Orders and confiscating their properties
141	2079	E	3rd June 1836	Bishop Rob St Leger invites L. and A. d'Souza to a conference on religious matters
142	2075	P.	7th June 1836	Fre Joaq. Rebello seeks an appointment in one of the Churches of the Diocese
143	4526	E	12th August 1838	Mr. M. Coom (Cones) Calcutta, asks for copies of subscription lists
144	4146	P	3rd Sept. 1838	D. Ant. Teixeira's pastoral requiring that only the Padroado be acknowledged

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
145	6321	E	————1838	Will of Clemente Franciso dos Anjos, Tosgao
146	2074	P	20th January 1839	Fre A. d'Assumpcao offers good wishes to the Episcopal Governor
147	2920	P	23rd January 1840	Conde de Bomfin, Minister of Marine, announces that the Holy See will appoint an Archbishop for Goa and Bishops for other Dioceses
148	2073	P	2nd June 1840	L.de Souza announces Fre A. d'Assumpcao's death and recommends Fre Joaq. Da V. Maria to the vacant post
149	2072	P	8th June 1840	Fre Joaq. Da V. Maria asks to be appointed Vicar at Baithakhana instead of the late Fre A. D'Assumpcao
150	2921	P	1st July 1840	Conde de Bomfin, Minister of Marine, thanks D. Ant. Teixeira, Bishop Elect of Meliapor, for obtaining that the High Court of Madras recognise the rights of the Padrodo
151	2065	E	13th March 1841 (1844 P)	Agreement between the Superior of Bengal and others Augustinian Friars as to a sum of Rs.6,000 and other properties
152	2069	P	18th July 1841	Fre M. Brandao acknowledges Dom A. Tristao of Meliapor as his legitimate Superior
153	2070	P	18th July 1841	Fre Lourenco submits to Dom A. Tristao against the Vicar Apostolic
154	2071	P	19th July 1841	Fre Botelho on the disagreements with the Vicar Apostolic regarding the Nagory properties

Sl. No.	No. of docu.	Language	Date	Description of the Content
155	2068	P	17th August 1841	Fre M. Brandao on certain disagreements with the Vicar Apostolic of Calcutta
156	82	E	3rd Sept. 1841	Will of Dr.Clemente Francisco dos Anjos in favour of the Tesgao Church
157	2924	P	27th Sept. 1841	The Governor General of Goa will sequestrate the property of refractory priests of the Meliapor Diocese, as he has done for Malabar
158	2067	P	2nd Nov. 1841	Fre Simao, Superior, announces the death of Fre Botelho and asks for 2 priests, but not Oratorians though they speak English
159	4151	P	2nd April 1844	About Pe Albano, Coadjutor at Baithakhana, Calcutta
160	895	E	No date	Copy of Mrs.Griffith's Will, giving Rs.10,000 for a Church at Baithakhana, Calcutta
161	2035	E	4th January 1845	S. D'Souza complains of some priests
162	2915	P	8th January 1845	The Governor General of Goa refers to the Bishop of Meliapor Pe Brandao's request of returning from Bengal to Goa
163	2037	P	1st February 1845	Fre J. Correa complains of two priests
164	2033	P	2nd February 1845	Pe Agost. Gomes announces his arrival in Calcutta and complain of some persons
165	2046	P	8th February 1845	Fre M. Brandao to the Bishop
166	2052	P	8th February 1845	Fre Brandao, Vicar of Nagory, says that the case of 2 Fathers is pending
167	2054	P	9th February 1845	Fre Francisco de Assisi announces his arrival in Calcutta

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
168	2060	P	3rd March 1845	Fre F. de Assis sends a small present to the Bishop Elect
169	2031	P	3rd March 1845	P J.A. Gomes complains of some persons.
170	2032	E	5th March 1845	S. D'Souza recommends Pe Gomes as a fit person to end difficulties at Bandel
171	2034	E	No date	Extract from Mrs.Grace [Elizabeth]'s Will
172	2051	P	4th April 1845	Fre Francisco de Assis acknowledged Fre J. A. Gomes as Prior
173	2036	P	5th April 1845	P.A.Gomes writes about Pe Joaq.das Neves Videira
174	2055	E	9th April 1845	Will of Fre Joao Correa, late Provisor
175	2047 (b)	P	10th April 1845	Fre Filippe A. da Costa announces death of Fre J. de Correa, Provisor
176	2048	P	10th April 1845	Fre Joaq. De Maria announces death of Fre J. de Correa, Provisor
177	2057	P	10th April 1845	Fre J. das Neves announces the death of the Provisor
178	2058	P	10th April 1845	Fre J. das Neves announces the arrival from Goa of a new priest for the Baithakhana Church
179	2043	E	11th April 1845	L. D'Silva states that Pe Correa has had an attack of cholera
180	2044	P	11th April 1845	Pe de N. S. das Neves Videira announces death and burial of the Provisor
181	2059	P	21st April 1845	Fre M. Brandao says that Frs Albano and Ambrosio should not be sent to Dacca and Nagory
182	2050	P	4th May 1845	Fre J. A. Gomes has accepted the charge of Vicar General, Provisor and Vicar of Bandel, Hugli

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
183	2061	P	7th May 1845	Fre A. Gomes, Prior of Bandel, says that the Convent can ill afford the upkeep of a Friar residing there
184	2063	E	12th May 1845	The Christians of Nagory complain of Pe M.Brandao
185	2039	P	2nd June 1845	Pe M.Brandao asks leave to go to Portugal
186	2062	P	2nd June 1845	Fre A. Gomes asks for permission to establish an English-Bengali school at the Bandel Convent
187	2045	P	3rd June 1845	Fre J.A. Gomes wishes to be relieved of the charge of Provisor
188	2042	P	5th July 1845	Pe A. Gomes has complied with his Superior's orders as regards the Calcutta clergy
189	2038	P	18th July 1845	Pe A Gomes has received his nomination as Vicar General
190	2047 (a)	P	No date	Fre J. A. Gomes, Fre A. de Graca's executor, has been directed by the Government of Goa that Rs.8,000 due to the Convent of Bandel by the D'Souzas revert to the Government, since the Convent has become extinct. - Pe Mello not desirable in the Mission, unless he restores the Chruch which hè has occupied
191	2049	P	No date	Fre Joaq. Das Neves asks for an increment
192	2056	P	20th July 1845	Fre Jose Gomes wirtes about Baithakhana Church
193	2064	P	———1845	Pe Brandao submits receipts and expenses at Nagory (1st April 1844 – end of March 1845)
194	6231	P	17th October 1845	The Archbishop of Goa on the Padroado, Pe Albano and so on

Sl. No.	No. of docu.	Language	Date	Description of the Content
195	2082	P	No date	A. D'Souza has received a letter from Goa
196	5785	E	30th April 1847	Will of Albert Gonsalves of Calcutta
197	12	P	31st August 1848	Information on the Mission properties in Bengal
198	4160	P	26th October 1852	Pe A. Gomes, Vicar General of Bengal, communicates the circular of the Episcopal Governor
199	6106	P	6th August 1855	The Vicar Capitular of Goa on Propagandist encroachments in Bengal
200	4166	P	14th August 1857	Pe Lazaro Fortunato de Souza appointed Vicar of Tesgao
201	2137	P	12th Sep. 1857	Pe A.Gomes to the Episcopal Governor about Father Goiran and Propagandist rumours about the Concordat
202	2139	P	19th Sept. 1857	Pe L.de Souza to the Episcopal Governor
203	2146	P	31st October 1857	Fre Lazaro Fort.de Souza; copies of his letters from the Camara Ecclesiastica
204	2138	P	25th Nov. 1857	Pe Fortunato de Souza to the Episcopal Governor
205	2141	P	29th March 1858	Pe A.Gomes wants certain documents from Meliapor
206	2140	P	26th August 1858	Pe A. Gomes says the heirs of Dr.Clemente of Dacca have resumed the Tesgao properties and Church
207	2145	P	27th August 1858	Pe J.A. Gomes asks for his provision as Superior of the Bengal Missions

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
208	2142	P	7th October 1858	Pe J.A Gomes about the Tesgao Church given to the Calcutta Mission
209	2144	P	2nd October 1858	Pe J.A.Gomes about Pe Lazaro de Souza and Hashnabad
210	2135	P	11th August 1859	Pe A. Gomes to the Episcopal Governor
211	2120	P	4th January 1860	Pe Fortunato de Souza, Vicar of Dacca, to the Episcopal Governor
212	2121	P	8th March 1860	Pe Fortunato de Souza, Vicar of Dacca, to the Episcopal Governor
213	2123	P	10th March 1860	Pe Gomes, Superior, states that P' A. Goiran has been declared insolvent
214	2125	P	7th December 1862	Pe Gonsalves, Vicar of Hashnabad, subscribes to the Mylapore Chronicle from January 1863
215	2126	P	19th March 1863	Fre.F.d'Assis says that some Christians of Calcutta have written a petition to His Holiness
216	2127	P	13th May 1863	The same sends a copy of the petition referred to in No.2126
217	2128	P	10th June 1863	The same says that the Archbishop Primate has protested to His Holiness
218	2129	P	21st June 1863	Fre Agost.Gomes has been allowed by the Archbishop Primate to dispense in matrimonial impediments
219	2124	P	9th December 1863	Pe Bento asks to be changed
220	2134	P	5th January 1864	Pe J.B. Pinto to the Episcopal Governor Cf. Nos 2120, 2121
221	2130	P.	22nd February 1864	Fre F.d'Assis on P'Pinto of Dacca
222	2133	P.	6th November 1864	Pe G.S.Rodrigues to the Archbishop Primate

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
223	2132	P	25th Nov. 1864	Pe G. Rodrigues to the Episcopal Covernor
224	3979	P	28th Nov. 1864	About Seebpur
225	2131	P	5th Dec. 1864	Pe J. Rodrigues to the Episcopal Governor
226	3845	P	12th October 1865	The Archbishop of Goa announces to Pe B.F.Amarante his arrival in Calcutta
227	5547	P	22nd Feb. 1866	The Archbishop of Goa - A priest from Bengal seeks service on the Madras side. The Rev. Goiran is condemned by the Calcutta Courts to pay Rs. 14,472-2-2 to the Superior of the Bengal Mission
228	2117	P	7th March 1867	Fre F.d'Assis treats of certain difficulties that have arisen
229	5505	P	————1868	The Archbishop of Goa has authorised the Superior in Bengal to subscribe towards the Seminary of Meliapor
230	2691	L	28th February 1870	The Sacred Congregation of Propaganda grants to the Augustinians the faculty of the privileged altar any three days of the week
231	2116	P	4th March 1871	The Superior of the Mission deals again with the same subject as in Nos.2111 and 2115

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
232	2115	P	19th Nov. 1871	Fre F.d'Assis, Superior, says that Fre Antonio has left Rs.25000, the interests of which are to be applied to the repairs of the Churches of Bandel, Chinsurah, and Serampore. Fre Antonio and Fre Francisco de Guas have left Rs.8,000 to the Convent of Mae de Deos of Dangim, old Guoa, which was suppressed shortly before Fre Antonio's death at Serampore
233	2114	E	23rd January 1872	The Master of St John Chrysostom's School, Baithakhana refers to the school funds
234	2112.	E	19th February 1872	Pe B.F.Amarante sends power of attorney to defend the case of Begam of Saradhana
235	2113	E	27th June 1872	J.Moses states to the Superior of the Mission that, as he has documents in Arabic, it is unnecessary to have recourse to the court. (Cf. No.2112)
236	2111	P	7th July 1872	The Superior of the Mission says that as the late Fre Antonio has died without heirs, his goods belong to the Portugese or English Government
237	2110	E	21st August 1872	W.E.D'Souza,Calcutta, sends Rs.50 for the S.Thome Seminary
238	2109	P	7th January 1873	Fre F.d'Assis promises to contribute to the building of the S.Thome Seminary
239	2122	P	No date	Pe Gomes, Superior, complains of Pe Ben. Pinto of Tesgac
240	2348	P	No date	The Archbishop of Goa to the Vicar General of S.Thome on Bengal
241	2350	P	24th July 1878	Rs.16,000 from Bengal for the S.Thome Seminary

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
242	651	E	19th Sep. 1878	Loan of Rs.16,000 at 6 per cent taken from Bengal for the St Thome Seminary
243	81	P	5th February 1900	The Superior of Bengal asks the Bishop of Cochin to send a priest to Tesgao, where the presbytery is to be rebuilt
244	3032	P		Correspondence to be published in the Freeman's Journal on Dr.St.Leger's pastoral
245	3107	P		Letter, unsigned, about the arrival of 3 priests travelling to Bengal and Pegu
246	3119	P		Inventory of the effects of the Rev. Cactano d'Assumpcao
247	3448	F		Description of the Diocese of Meliapor by D.Fre Manuel de Jesus Maria Jose
248	5323	P		Jos. Barretto to the Episcopal Governor, asking for some favours
249	5772	P		Fre Ant.de S.Maria to the Governor, Fre de Ave Maria
250	5857	E		J.O'Meighan to unknown addressee
251	6307	P		Thomas de Souza announces the death of the Provisor Fre Mandel de S. Anna
252	6457	E		The Court decrees that the Church of Shibpur belongs to the Portuguese Mission

B. BURMA

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
1	2940	P	1749	The Marquis de Alorna, Viceroy, to the Bishop of Meliapor. Correspondence about the different Christian settlements of the Padroado.
2.	4223	F	28th July 1750	A recommendation on behalf of Mrs Legau.
3	4204	P	24th December 1750	Letter of Fre Luis do Espirito Santo, complaining that Dom Paul Nerini, a Propaganda priest, takes the title of Vicar of the Kingdom of Ava and Pegu and declares in Church that he alone has jurisdiction in those Missions; he asks that, to avoid these disorders, the Bishop of Meliapor should send a Visitor or Vicar General.
4	5809	P	17th July 1756	Pegu. – Attestation by five witnesses that Ricardo Pallen, against whom there were complaints, is not a married man.
5	4224	L	23rd December 1763	Rome.– Bull of Pope Clement X forbidding that any one should accept the appointment of Vicar General or Vicar da Vara or Visitor, and so on in order to exercise jurisdiction in the countries entrusted to the Vicars Apostolic of China, Cochin-China, Siam, Cambodia, and others of the East Indies
6	4220	P	3rd May 1767	Rome. – Copy of a Brief obtained from Pope Benedict XIV. By Mgr Dom Pio Gallizia.

Sl. No.	No. of docu.	Lang-uage	Date	*Description of the Content*
7	4217	P	20th June 1767	Letter of Dom Bernardo, Bishop of Meliapor, recognising Fre Jose da Rainha dos Anjos as parish-priest of the whose Christianity of Pegu, Ava and Siam.
8	4222	L	23rd August 1767	Rome. – Brief appointing Father Gerard Missionary Apostolic.
9	4216	L	14th January 1768	Rome. – Letter allowing the Vicar Apostolic of Pegu to appoint Missionaries who will perform parochial duties only under his sole dependence.
10	4211	L	5th January 1769	A letter of the Sacred Congregation of Propaganda, Rome, approving the doings of the Vicar Apostolic of Pegu.
11	4213	L	2nd July 1769	Letter of the Bishop of Pegu about the queston of jurisdiction.
12	4213	L	10th October 1769	Letter about the question of jurisdiction in the Kingdom of Ava.
13	4214	L	29th December 1769	Letter of Mgr Peter Brigot, Vicar Apostolic of Siam about jurisdiction.
14	2903	P	7th April 1774	The King of Portugal. – Copy of the King's letters which reserve to His Majesty the appointment of dignitaries, canons, parish-priests and beneficed chaplains. Copy of the Bulls erecting the Dioceses of Goa and Malacca, and the Prelacy of Mozambique.
15	4523	L	28th January 1775	Father Mathon states that, according to the decision of Pope Clement XIV., the Missionaries are not allowed to use in the Missions the privileges of their order.

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
16	2904	P	3rd February 1775	Dom Jose Pedro da Camara, Governor General of India, informs the Bishop of Meliapor of the difficulties that have arisen in Bengal on the occasion of the appointment of Fre Joao de S.Anna as Missionary.
17	2905	P	5th March 1775	Jose Paulo d'Almeida, Secretary, sends to the Archbishop of Goa an order from Her Majesty the Queen of Portugal requesting information on different points regarding the Padroado Mission.
18	3754	P	———1776	Rough draught, apparently by one of the old Bishops of Meliapor, about the usurpation of the churches by the Missionaries of Propaganda, in Pegu, Pondicherry, etc., in 1776.
19	4171	L	29th January 1778	Rome. – Cardinal Borgia writes to Dom Bernardo de S. Cajetano, Bishop of Meliapor, about consecrating as Bishop of Ava Dom Therardus (Gherardo Cortenovis), of the Congregation of Regulars of St.Paul, Bishop Elect and Vicar Apostolic of the Kingdom of Ava.
20	2890	P	16th March 1779	Queen D.Maria asks for information about the Regulars employed as parish-priests.
21	2901	P	16th March 1779	Sebastiao Jose de Souza sends a copy of the alvara in which Her Majesty the Queen declares that the Regulars employed as parish-priests are not exempt from the Diocesan Bishops, but subject to them.

Sl. No.	No. of docu.	Language	Date	Description of the Content
22	3543	P	12th March 1784	Instruction given to the Definitor Fre Manoel de Jesus Maria Jose when he went to visit the Mission of Bengal.
23	4702	P	20th Dec. 1784	Fre Jose de S. Anna says he has received letters patent whereby he was appointed Almoner for the Holy Land.
24	4670	P	5th October 1785	Negapatam. - Answer by Padre Antonio do Rosario about the Mission of Pegu, and so on.
25	5428	P	7th May 1786	The Archbishop of Goa writes, in answer to the Episcopal Governor of Meliapor, complaining of the deplorable state of the Dioceses in the East.
26	5795	P	————1786	Fre Manoel de Jesus Maria Jose, Governor of the Bishopric of Meliapor, before going to Bengal, entrusts the government of the Diocese to Fre Luis de.S.Anna.
27	5659	L	January 1786	Rangoon. - Fr Marcello writes to the Very Rev.Governor of the Bishopric of Meliapor about a Father who has come from Malacca after giving some trouble there.
28	4520	P	28th March 1786	Rangoon. - Letter of Fre Jose de S.Anna to Fre Luis dos Remedios asking for certain papers from the Bishop of Meliapor showing what powers he has in that Mission.
29	4511	P	22nd Nov. 1786	Rangoon. - Fre Jose de S.Anna speaks of certain difficulties created by some Fathers of Propaganda who have lived at Rangoon.

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
30	3107	P	No date	Anonymous. - Unsigned letter announcing the arrival of three Fathers bound for Bengal and Pegu.
31	4521	P	22nd Dec. 1786	Rangoon. - Letter of Fre Jose de S. Anna to Fre Luis dos Remedios announcing that the three Friars have apostatised.
32	2160	P	22nd March 1787	Rangoon - Fre Francisco - Fragment of his letter in which he says that the Religious have become disobedient, and that on this amount they have been expelled from the dominions of Portugal.
33	2149	P	25th March 1787	Calcutta. - Fre Jose de S. Anna, in a private letter to Fre Luis dos Remedios, asks for some wooden objects, and so on.
34	2150	P	25th March 1787	Calcutta. - Fre Jose de S. Anna relates the difficulties with the Propagandists, on account of the oral concession of Pope Clement XIII.
35	2147	P	25th March 1787	Calcutta. - Fre Patricio de S. Jose complains of the Christians to Fre Luiz de S. Anna, on account of the concordat.
36	2185	P	28th May 1787	Pegu. - Fre Patricio de S. Jose, Visitor of Pegu, gives to Fre Manoel de Jesus Maria e Jose, Episcopal Governor of the Diocese of Meliapor, his reasons why after three warnings he has suspended Father Marcello Cortenovis.

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
37	2998	P	8th October 1787	Antonio de Souza and others, merchants of Madrasa, assert, at the request of the Bishop of Meliapor, that many ships go every year from Madrasta to Pegu and that therefore His Lordship can visit those Missions of Pegu and Ava, whenever necessary.
38	2181	P	22nd October 1787	Meliapor. – Fre Patricio writes to Fre Manoel de Jesus Maria Jose to complain of the Propangandists and their 'despotism'.
39	2187	P	2nd November 1787	Pegu. – Padre Jose de S. Anna complains of some Fathers of Pegu to the Episcopal Governor, Fre Manoel de Jesus Maria Jose.
40	2237	L	8th February 1788	Fre Patricio, Visitor of the Missions, gives a short history of the Portuguese Missions of Pegu or Rangoon usurped by the Propagandists. He also describes the doings of the Propagandists.
41	2808	F	8th March 1789	Letter of Bishop Cajetan, Vicar Apostolic of Ava and Pegu, saying that the Bishop of Meliapor is Bishop ad honorem of Ava and Pegu, and that the jurisdiction belongs to himself alone.
42	2806	P	8th March 1789	Letter of Fre Jose de S.Anna, Missionary of Pegu, to the Bishop of Meliapor, about the Padroado.
43	2807	L	28th March 1789	Letter of Cardinal Antonelli to the Bishop of Meliapor, stating that he has sent a Visitor to the Missions of Pegu and Ava and relating whatever has happened there during the vacancy of the Bishopric of Meliapor.

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
44	5427	P	8th April 1789	Dom Martino de Mello e Castro. – Letter from the Minister of Portugal to the Archbishop of Goa about the questions of the Padroado.
45	2989	P	26th April 1789	The Secretary, S.Jose de Souza, forwards a circular from the Archbishop of Goa, ordaining that, conformably to the Royal decree, no jurisdiction should be granted to the Religious before they have been presented, accepted and appointed to the place where they have to exercise it.
46	2816	P	6th January 1790	Rangoon. – Letter of Fre Jose de S. Anna to the Bishop of Meliapor, giving an account of the Missions of Ava and Pegu.
47	2575	P	6th March 1791	Fre Jose de S.Anna, a Missionary of Pegu (Rangoon), asks for the Holy Oils; he hopes that Bishop of Meliapor will come on a visit to that Mission and says that the Christians are much pleased at the news.
48	6226	P	25th Sep. 1791	Pegu. – Father Jose de S. Anna acknowledges having received the Holy Oils and asks for a dispensation in a case of illegitimate affinity in the first degree.
49	2571	P	15th Jan. 1792	Copy of a letter from Fre Jose da Graca, Superior of Calcutta, to the Minister of the Admiralty, concerning the affairs of the Propagandists.

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
50	2761	P	14th August 1792	The Bishop of Meliapor writes to Padre Jose da Graca, Commissary of the Bishopric of Meliapor, that he knows what has happened to him when he sent him on a visit to the Mission of Pegu, and so on.
51	2757	P	1st September 1792	Rangoon. – Padre Jose de S. Anna acknowledges having received a letter, and, as the Prelate has ordered him to make peace with the Propagandists, he relates the difficulties he has had with them.
52	2677	L	5th April 1794	Rome. – The Sacred Congregation exhorts the Bishop of Meliapor to give the Vicars Apostolic full freedom in the exercise of their jurisdiction, since his Diocese is so vast that he is not able to provide the necessary Missionaries.
53	3432	P	10th August 1795	Paper referring to the Missions of Ava and Pegu; history of the Italian Propagandist Fathers who went there to take possession of the said Missions during the absence of the Portuguese Fathers.
54	6224	P	18th January 1797	Pegu. – Father Jose de S. Anna says he is 70 years old, has been 13 years in the Mission, and is unable to say Mass except on Sundays and Holy days; he asks for a Father.
55	6223	P	12th March 1797	The Bishop of Dolicha ordains Father Ignacio de Brito, Missionary of Pegu, to whom the Bishop of Meliapor gives jurisdiction, to be a Missionary in Pegu.

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
56	2595	P	16th Nov. 1797	Fre Jose de S. Anna, writing to the *Lord Bishop of Meliapor*, speaks of the character and bad conduct of Fre Joao, Missionary of Pegu, and asks for himself the said appointment of Vicar of Pegu.
57	6222	P	21st August 1798	The Christians of Pegu complain of the new Missionary, saying that he pays visits to a woman of bad repute.
58	6221	P	25th August 1799	Rangoon. – Father Ignacio de Brito asks for permission to bless sacerdotal vestments, churches and chapels; he *requests a Missionary from* Tranquebar; and permission to build a church, and so on.
59	6219	P	20th Feb. 1809	Rangoon. – Father Antonio de Santa Maria gives an account of his Mission, and alleges his poverty in order to get a chalice, a monstrance and other ornaments which he requires.
60	6220	P	20th April 1809	Rangoon. – Father Antonio de S. Anna *asks that the addressee should* get arranged and provided with glass a small box for the Holy Oils
61	6217	P	12th January 1815	Rangoon.- Father Ignacio de Brito gives an account of his Mission.
62	6215	P	30th March 1821	Rangoon. – Father Ignacio de Brito states that, owing to the death of Fre Antonio, Vicar of Tacale, Rangoon, he has, at the request of His Majesty the King of Burma, taken over the Church and property of the deceased; he asks that a priest, either Franciscan or Goan, be appointed as Missionary of the said Church.

Sl. No.	No. of docu.	Lang-uage	Date	Description of the Content
63	6216	P	28th April 1821	Rangoon. – Father Ignacio de Brito announces the death of Fre Antonio de S. Maria, and that the Governor of Rangoon honoured with his presence at the funeral service, the deceased was buried in the Church of our Lady of the Rosary of Tacale. He asks that the Episcopal Governor of Meliapor be informed, so that some one be appointed to take charge of the Church and of the deceased's property.
64	3449	F	No date	Description of the Diocese of Meliapor by Bishop Dom Fre Manoel de Jesus Maria Jose.
65	3452	F	No date	A description of the limits, etc., of the Diocese of Meliapor.
66	3453	P	No date	A description of the Diocese of Meliapor with a list of its Bishops.

C. OTHER PARTS OF INDIA

The numbers within brackets indicate the years when the papers were written..

Angamale Diocese. – 3458 (1610).

Arcot. – 5875, and so on.

Bangalore. – 4020, 5196

Canara. – 1972, 3442 (persecutions under Tipu Sultan).

Capuchins. – Madras 1969 (1803), 1990 (1805). – Thibet Mission : 1969 (1803), 234, 2235, 2597.

Carnatic and Mysore. – 3037, 3038, 4746.

Charington, W. M. – 3006 (died in prison under Haidar Ali before 20th April 1787).

Cochin. – 2415 (1859), 3458 (1610).

Cranganore. – 2909 (1788), 3441, 3446.

Cuddalore and Haidar Ali. – 5633-34, 5640, 5642-45, 5670-79.

Dindigul. – 6201-12.

Fabri, James Denis, the Rev. (S.J). – 1962 (1802).

Ganjam. – 4447 (1816)

Garret, the Rev.Father (S.J).-2244 (1787).

Guirbaldi, the Rev. Father (S.J.). – 4698 (1784).

Guntoor. – 2782 (1789), 2783-86, 2300, 2801.

Haidar Ali – 3459.

Jesuits. – 2650 (1757), 2658 (1757, privileges for Malabar); suppression of the Society of Jesus; 3557-58 (1774), 3559 (1775), 4183 (1773); 4195 (1706,Malabar Province)

Karikal. - 1962 (1802), 4178 (1775).

Kumbakonam. – 4785-97, 4922, 5386.

Madras, Fort St.George. – 4202 (1701), 4203 (1701).

——, Parishes. – 1990 (1805), 1993 (1805).

Madura Mission. – 234, 1519, 1722, 1726, 2969 (1788). 2999, 3000, 3054, 3095, 3171, 3292, 3330-50, 3352-73, 3408, 3639, 3640B.45, 3735, 3762, 3778-79, 3836, 3841, 3994, 4145 (1837). 4169 (1779). 4275, 4420, 4454-55, 4459-64, 4467-70, 4475-87, 4515, 4681, 4694, 4696, 4721-33, 4753, 4782, 5174-76, 5179, 5193, 5456-54, 5462, 5567, 5573, 5590-91, 5648-51. 5744-46, 5748-49, 5758-67, 5890, 6108,6116, 6145, 6187, 6456, 6474-80.

Malabar Rites. – 132, (1704, Card. De Tournon); 133 (1751, L. Mathoa); 134 (1717 Mgr Francis Lainez)' 135 (1739, General of the Jesuits); 136 (extract of letter of Mgr Francis Lainez); 137 (1715, Mgr Cl. De Visdelon); 138 (Superior of the Carnatic Mission); 139 (1750, Bishop of Meliapor against Malabar Rites in Madura and Mysore); 140 (1724, S. Congr. Of Propaganda requiring observance of decrees); 2690 (1744, Constitution Omnium sollicitudinum); 4181 (1774).

Malabar and Tipu Sultan. – 3665.

Manente, the Rev. Father (S.J.). 283 (1813, his will).

Mangalore. – 5593-96.

Marriages, mixed. – 1963 (1765 and 1802), 2683 (1763).

Masulipatam. – 2300 (1826). 2633. 2635. 2636. 2637. 2779 (1789), 3166 (1791), 3167 (1791), 3169 (1793), 3172 (1853), 3173 (1845), 3174-81 (1785-87, 1798), 3182-88 (1786-87), 3189-97 (1789), 3194-97 (1805, 1807, 1809), 3198-3200 (1807-08), 3201-20, 3221-36 (1826-27), 3229-35 (1826-28), 3237-43 (1826, 1834, 1835), 3244-45 (1826), 3248, 3250 (1826, 1815), 3251-57 (1816, 1818, 1826), 3258-66 (1823, 1826), 3515 (1852), 3647, 4024, 4717.

Mysore. – 2909 (1788), 3152 (1704).

Negapatam. – 4670 (1785), 4671 (1783).

Oriur. – 6300, 6301 (1829), 6302 (1829).

O'Meighan, the Rev.J.N.-2179 (1788), 2180 (1788).

Padroado.-260 (1781), 2308 (1836), 2309 (1838), 2311 (1836), 2677 (1794), 2765 (1798), 2887-88, 2891-2914, 2916-19, 2922-30, 2931, 2934, 2937, 2939, 2942, 2943, 3094, 3740 (1868), 3754 (1776), 3755 (1884), 4201 (1709), 4233 (1823), 4431 (1873), 4697 (1786)5285 (1881), 5286 (1881), 5427 (1789), 5425 (1786), 6119 (1858), 6231 (1844), 6232 (1845).

Pondicherry. – 1977 (1804, Mgr Champenois to be Visitor of the Missions); 2597 (1796, Mgr N.Champenois); French Revolution; 2686 (1793), 2087, 2723 (1792); Mgr P.Brigot: 3556 (1779); 4173 (1776), 4214 (1769).

S. Thome, Mylapore, Diocese. – 236 (1606, erection of Diocese); 905 (1799, the Bishop asks Lord Clive for compensation for the losses suffered under Haidar Ali); 6251 (1751).

S. Thome, Camara Ecclesiastica acquired, Mylapore. – 797, 1012, 1018.

S. Thome, Descanco Church Mylapore. – 1910 (1854).

S. Thome, Great Mount St Thomas, Mylapore. – 65, 101, 103, 657, 690, 695-739, 744, 801, 821-28, 844, 852-56, 873-74, 1007, 1366, 1367, 1405, 1442, 1444, 1458, 1474, 1494, 1504, 1655, 1659, 1732, 1762, 1835, 2319, 2323, 2798, 2843, 2846, 2855, 2859, 2869, 2870-72, 2876, 2881, 2884, 3030, 3090, 3409, 3484, 3947, 3988, 4266, 4286, 4315, 4317, 4318, 4327, 4333, 4335, 5214, 5257, 5375-90, 5394, 5395, 5408, 5842, 5892, 6315, 6462, 6471.

S. Thome, Little Mount, Mylapore. – 104, 343, 349, 393, 819, 905, 989, 1404, 1430, 1555, 1591, 1721, 2866-67, 2011, 2226, 2323, 2844-45, 2847-50, 2858, 2860-63, 2866, 3000, 3409, 3467, 3616, 3884, 3948-52, 3955-56, 3959, 3972-73, 3995-98, 4513, 5237, 5239, 5252-54, 5361, 5363, 5367-69, 5373-74, 5383-85, 5619-20, 5785, 5889, 5901-02, 6267-68, 6489, 6491.

S. Thome, Luz Church, Mylapore. – 25, 33, 264, 733, 734, 747, 864-65, 1313, 1327, 1360, 1362-3, 1448, 1736, 1780-89, 5250, 5259, 5262, 5281, 5732-36, 5737-41, 5750, 5752, 5754-57, 5791, 6284, 6417. – Paulie propery near Luz Church; 562, 5167, 5238, 5737.

S. Thome, Madre de Deos Church, Mylapore. – 887, 1968, 2996 (1787), 4148, (1840); Letters of P^{e} M.L.Ribeiro: 1364, 1503, 1737, 2312, 5162.

S. Thome, Native Convent, Mylapore – 887.

S. Thome, St.Rita's Convent, Mylapore. – 2923 (1841).

Secundarabad. - 5184, 5187, 5190, 5293, 5658.

Tanjore. - 6060-6200, 6282, 6328-56, 6379-84.

Theatines of Golconda and Mysore. – 3431 (1788), 3526 (1822), 3542 (1788), 4322 (1816); 4451 (1797), 4454, 4455, 4467, 4468-71, 4475, 4516, 4619.

Tinnevelly – 5742.

Tranquebar. – 2948-72 (1794), 2997 (1787), 6257-64, 6377, 6385.

Uscan, Pedro. – 862, 920, 933, 934, 3085, 4458, 5086.

Verapoly Mission – 4174 (1776), 4176 (1776).

Vizagapatnam. – 124 (1770); 2637 (1798), 3013-3017, 3019-24, 3236 (Samalacotta, 1854), 3249 (Vizianagram, 1826), 3521-22 (1833). 3635 (1813), 3647, 3991, 4473, 4929, 4961-5015, 6233.

Yanaon – 2300, 3247 (1826), 3251-57 (1816, 1818, 1826), 3523 (1817), 4709.

APPENDIX – E
DATABASE STRUCTURE TABLE
ACCOUNT BOOKS TABLE

Field Name	Type	Size	Description
Instplace	Text	250 Char	Name of the Institution/Place
Period	Text	09 Char	From which year to which year
Language	Text	15 Char	Which language it is written
Physiform	Text	30 Char	Physical format of the material
Resonuse	Text	50 Char	Restriction on use
Diocese	Text	50 Char	Diocese Name
State	Text	50 Char	State Name
Physidescri	Memo	Not defined	Physical Description
PhysicalCondition	Text	30 Char	Physical Condition
Natureofdocument	Text	30 Char	Nature of Document
Accessnumber	Long integer	4 bytes	Access Number

Index name : Accindx
Index Field : Accessnumber
Unique value : True

BOALMOHACO TABLE

Field Name	Type	Size	Description
Author	Text	250 Char	Name of the author
Title	Text	250 Char	Name of the archival material
Subject	Text	250 Char	Subject name
Yearofpublication	Text	50 char	Year of publication
Place of publication	Text	50 Char	Name of the place
Publishername	Text	50 Char	Name of the publisher
Language	Text	50 Char	Language used
Edition	Text	50 Char	Edition
Physicalform	Text	50 Char	Physical format of the material
Physicaldescription	Memo	Not defined	Physical Description
Restrictiononuse	Text	50 Char	Restriction on use
State	Text	50 Char	State Name
Diocese	Text	50 Char	Diocese Name
Typeofmaterial	Text	50 Char	Type of archival / material
PhysicalCondition	Text	30 Char	Physical Condition
Natureofdocument	Text	30 Char	Nature of Document
Accessnumber	Long Integer	4 bytes	Access Number

Index name : Bolalindx
Index Field : Accessnumber + Typeofmaterial
Unique value : False

DIARIES TABLE

Field Name	Type	Size	Description
Name of person	Text	250 Char	Name of the person
Sociinst	Text	250 Char	Name of the society/institution
Language	Text	50 Char	Language used
Physi-form	Text	50 Char	Physical Format
Res-on-use	Text	50 Char	Restriction on use
Diocese	Text	50 Char	Name of the Diocese
State	Text	50 Char	Name of the State
Physi-Descri	Memo	Not defined	Physical Description
Accessnumber	Long integer	4 Bytes	Accessnumber
Subject-event	Text	250 Char	Name of the Subject/Event
Physical Condition	Text	30 Char	Physical Condition
Nature of document	Text	30 Char	Nature of Document
Date1	Date/Time	8 Bytes	Date (mm/dd/yyyy)

Index name : Diariesindx
Index Field : Accessnumber
Unique value : True

DIRECTORIES TABLE

Field Name	Type	Size	Description
Title	Text	250 Char	Title of the directory
Year-of-publi	Integer	2 Bytes	Year of Publication
Publisher	Text	250 Char	Name of the Publisher
Place	Text	250 Char	Place of Publication
Physi-form	Text	50 Char	Physical format
Res-on-use	Text	50 Char	Restriction on use
Diocese	Text	50 Char	Name of the Diocese
State	Text	50 Char	Name of the State
Physi-Description	Memo	Not defined	Physical Description
Physical Condition	Text	30 Char	Physical Condition
Nature of document	Text	30 Char	Nature of Document
Access number	Long Integer	4 Bytes	Access number
Language	Text	50 Char	Language used
Subject	Text	250 Char	Subject used

Index name : Directindx
Index Field : Accessnumber
Unique value : True

JOURNAL TABLE

Field Name	Type	Size	Description
Title	Text	250 Char	Title of the journal
Subject	Text	250 Char	Subject Name
Language	Text	50 Char	Language used
Periodici	Text	50 Char	Periodicity
Access number	Long integer	4 bytes	Access Number
Physi-form	Text	50 Char	Physical Format
Physical Condition	Text	30 Char	Physical Condition
Nature of document	Text	30 Char	Nature of Document
Physi-Descri	Memo	Not defined	Physical Description
Res-on-use	Text	50 Char	Restriction on use
Diocese	Text	50 Char	Diocese Name
State	Text	50 Char	State Name
Volumeno	Long integer	4 bytes	Volume no of the journal
Issueno	Lonh integer	4 bytes	Issue no of the journal
Month year	Integer	2 Bytes	Month/Year

Index name : Journalindx
Index Field : Accessnumber
Unique value : True

REGISTERS TABLE

Field Name	Type	Size	Description
Subject	Text	250 Char	Subject Name
Parishnapla	Text	250 Char	Parish name/Place
Language	Text	50 Char	Language used
Access number	Long Integer	4 bytes	Access Number
Physi-form	Text	50 Char	Physical format
Physical Condition	Text	30 Char	Physical Condition
Nature of document	Text	30 Char	Nature of Document
Physi-descri	Memo	Not defined	Physical description
Res-on-use	Text	50 Char	Restriction on use
Diocese	Text	50 Char	Diocese name
State	Text	50 Char	State name
Starting period	Date/time	8 bytes	Starting Date
Ending period	Data/time	8 bytes	Ending date

Index name : Registindx
Index Field : Accessnumber
Unique value : True

TRAVELOGUES TABLE

Field Name	Type	Size	Description
Travelname	Text	250 Char	Traveler Name
Placevisit	Text	250 Char	Name of the place visited
Year	Integer	2 bytes	Year of visiting
Language	Text	50 Char	Language used
Accessnumber	Long integer	4 bytes	Access Number
Physi-form	Text	50 Char	Physical format
PhysicalCondition	Text	30 Char	Physical Condition
Natureofdocument	Text	30 Char	Nature of Document
Physi-descri	Memo	Not defined	Physical description
Res-on-use	Text	50 Char	Restriction on use
Diocese	Text	50 Char	Diocese name
State	Text	50 Char	State name
Travelnote	Memo	Not defined	Travel note

Index name : Travelindx
Index Field : Accessnumber
Unique value : True

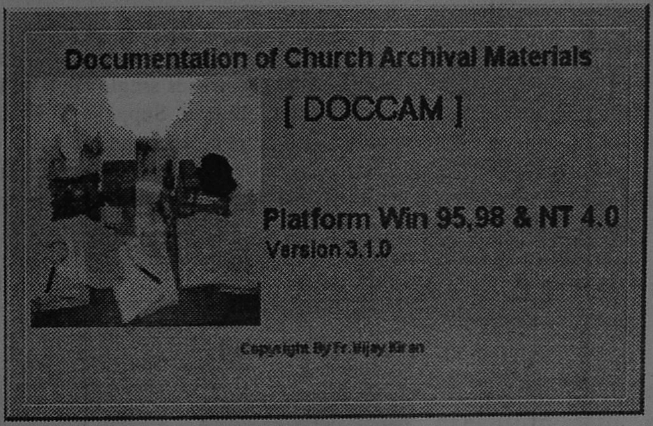
PROPERTY DEEDS TABLE

Field Name	Type	Size	Description
Place	Text	250 Char	Name of the place of the property
Institution	Text	250 Char	Name of the institution
Year	Integer	2 bytes	Year of purchase of the property
Language	Text	50 Char	Language used
Accessnumber	Long integer	4 bytes	Access number
Physi-form	Text	50 Char	Physical format
PhysicalCondition	Text	30 Char	Physical Condition
Natureofdocument	Text	30 Char	Nature of Document
Physi-descri	Memo	Not defined	Physical Description
Res-on-use	Text	50 Char	Restriction on use
Diocese	Text	50 Char	Diocese name
State	Text	50 Char	State name
Area-specificatio	Text	150 Char	Area of the property

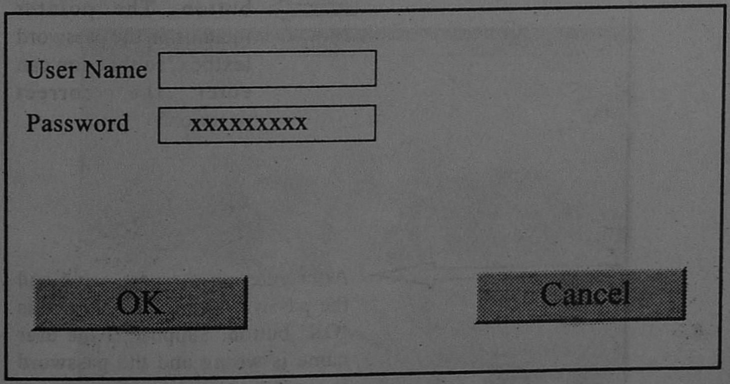
APPENDIX -F

DOCCAM USER MANUAL

This package can be executed by double clicking the Visual Basic project icon named 'Church Archival' displayed on the desktop. When this package is executed first the splash screen will appear on the monitor and is visible for 30 seconds. The splash screen appears like follows.



After 30 seconds this screen automatically disappear and the second **password-checking** screen will appear on the monitor. The format of the password-checking screen is shown below.



This password screen will remain on the monitor screen until the correct user name and the password is entered.

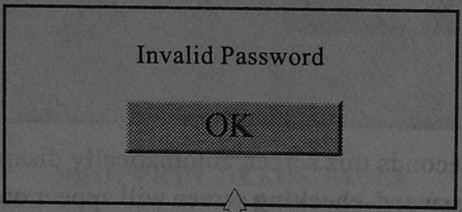
User Name → Enter the user name on this textbox

Password ******** → Enter the corresponding password in this textbox. While entering the password the characters does not displayed, instead of

that the '*' symbols displayed.

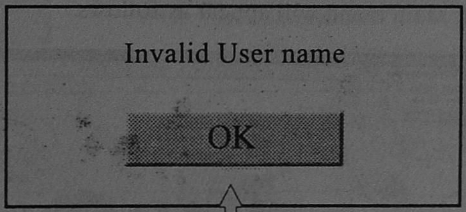
OK

After entering the user name and the passwords single click on this 'OK' button. Suppose if the user name is correct and the password is wrong you can receive an error message as follows:



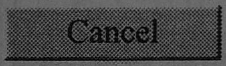
Click on this 'Ok' button. The pointer remains on the password textbox, so that you can enter the correct password.

After entering the user name and the password single click on this 'OK' button. Suppose if the user name is wrong and the password is correct you can receive an error message as follows:



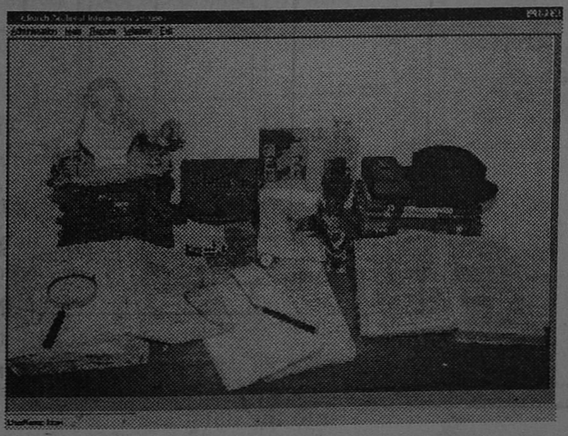
Click on this 'Ok' button. The pointer remains on the user name textbox, so that you can enter the correct username.

After entering the user name and the password single click on this 'OK' button. If the user name is correct and the password is correct then the password-checking screen will disappear and the main form will be displayed.

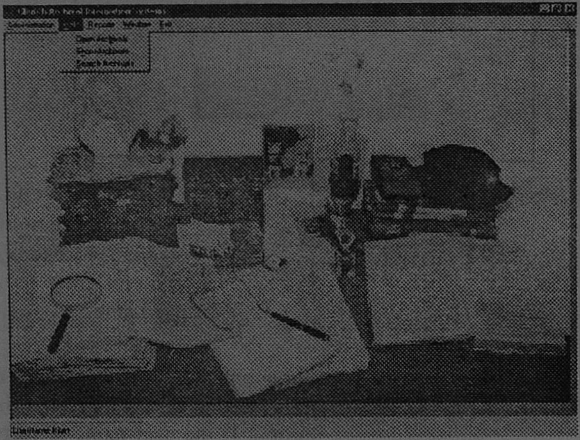


Click on this cancel button program execution will be terminated

If the user name and the password are correct then the main screen will be displayed. The format for the main screen is shown below :

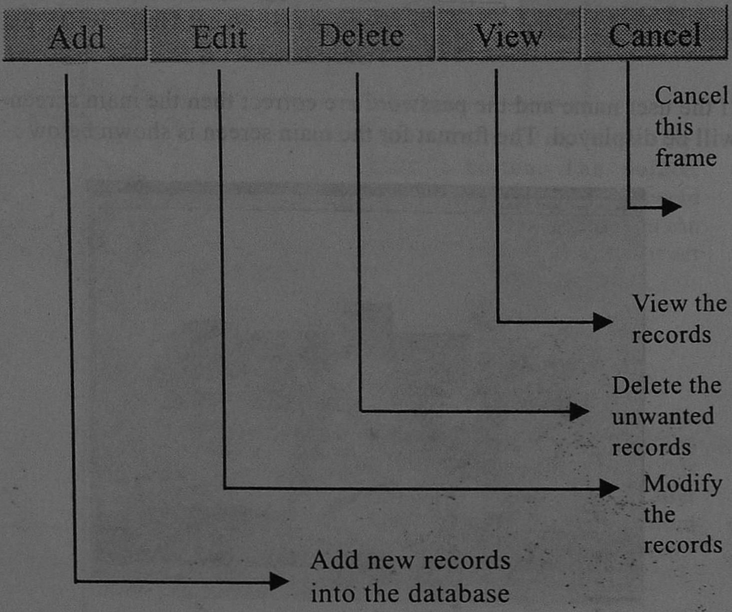


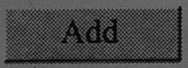
When you click Main menu will appear as follows:



Open Archivals Menu

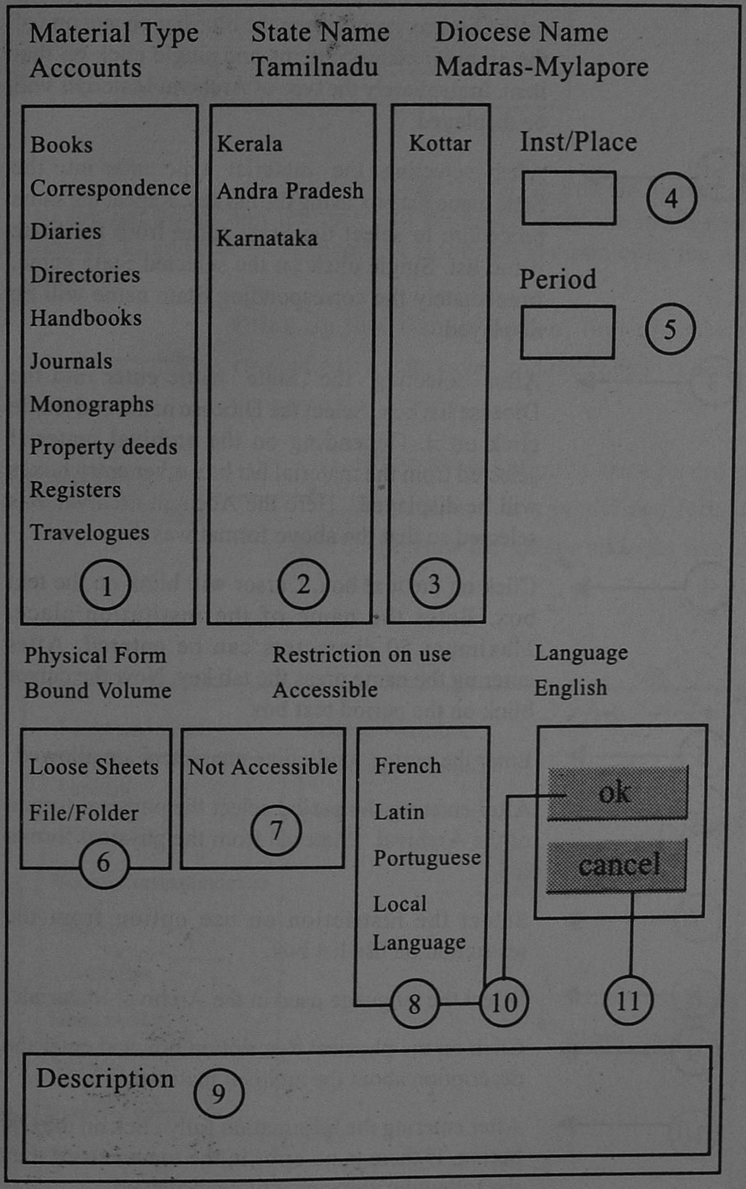
When you click on the open menu item the main screen will disappear from the computer monitor and the following frame will appear on the monitor.





Click Add button to enter new record of information

The data entry screen layout is as below:



(1) → Select the archival material type from the list by using the down arrow and the up arrow keys. While using the down arrow and the up arrow a blue bar will move on the list box items. Keep the blue bar on any one of the archival material items and single click on that item. Immediately the type of Archival Materials will be displayed.

(2) → After selecting the material type enter into the State name list box using the tab key. Repeat the same procedure to select the State name from the State name list. Single click on the selected State name. Immediately the corresponding State name will be displayed.

(3) → After selecting the State name enter into the Diocese list box. Select the Diocese name and single click on it. Depending on the archival material selected from the material list box other entry boxes will be displayed. Here the Account archival was selected so that the above format was displayed.

(4) → Click on the text box. Cursor will blink on the text box. Enter the name of the institution/place. Maximum 50 characters can be entered. After entering the name press the tab key. Now the cursor blink on the period text box.

(5) → Enter the period. Only nine characters are allowed.

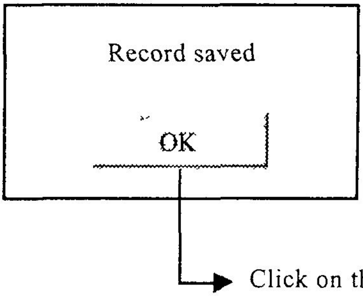
(6) → After entering the period select the physical format of the Archival Material from the physical format list.

(7) → Select the restriction on use option from the restriction on use list box.

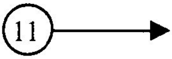
(8) → Select the language used in the Archival Materials.

(9) → Click on the physical description box and enter the description about the archival material.

(10) → After entering the information fully click on the OK button. If there is no error in the input entries then the following message will be displayed.

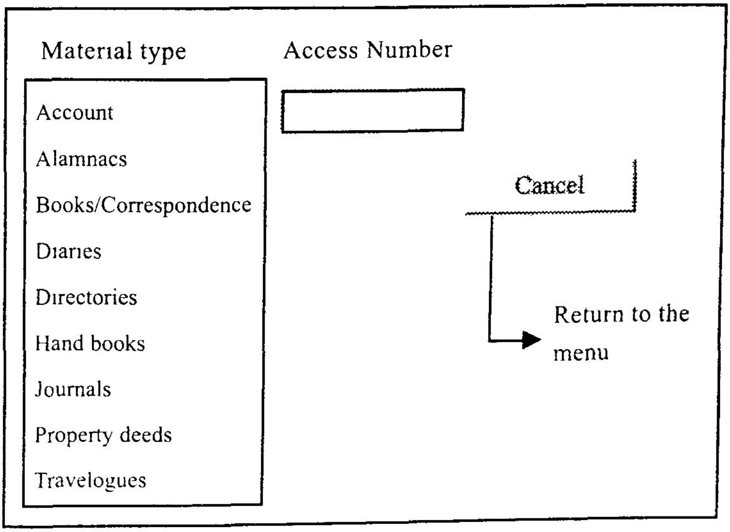


Click on this OK button. So all the list boxes and the text will disappear only the menu items appear. To add one more record of information again click the Add button.

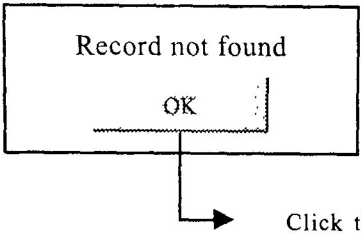


Click on this Cancel button, the information entered will not be saved and the control return to the menu.

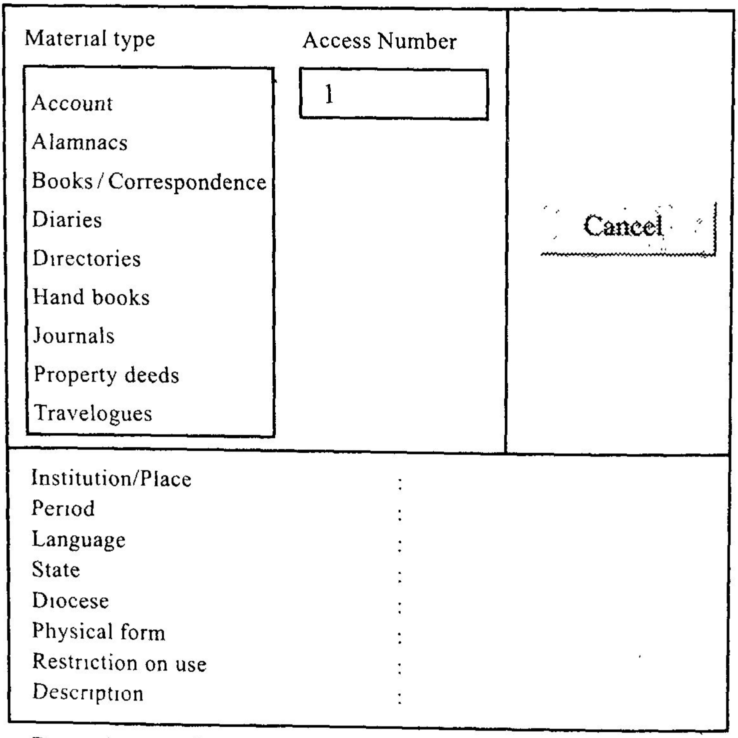
Click View button to see a record of information in a predefined format. The view screen layout looks like as follows:



Select the archival material from the material type list Once the archival material is selected automatically the control enter into the access no text box. This text box will accept only numeric values. Enter the access number of the record, which you want to see and hit the "**enter**" key on the keyboard. If you enter a wrong access number then the following error message will be displayed.



Click the OK button so that again the control goes to the access number text box. Now you can enter the correct access number. If the access number is correct then the information is displayed in the following manner. But the control remains in the same place.

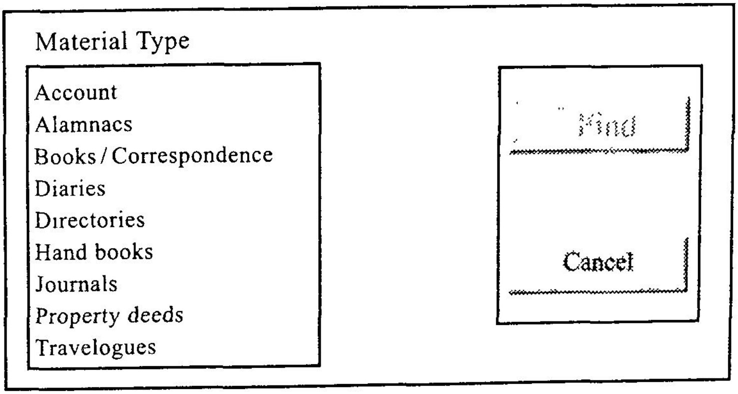


Depending on the material type the out put headings will vary.

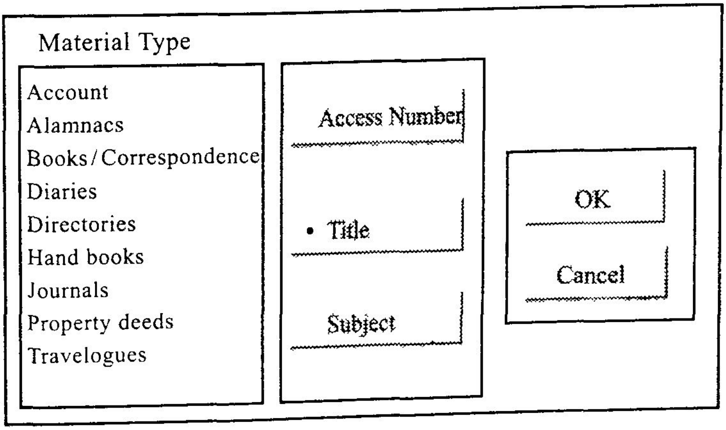
The Current window will disappear and the main screen will be displayed.

Find menu item

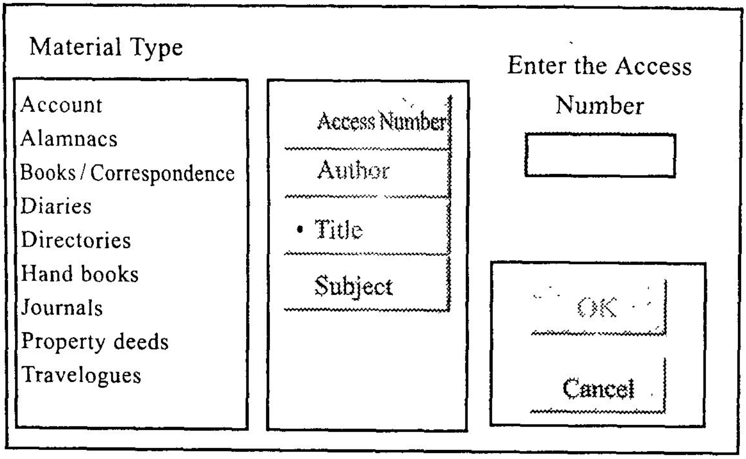
Once you know the access number of the record then you can view the record of information. Otherwise it is not at all possible to retrieve the information stored in the tables. Find menu item can be used to find out the access number of the record. To enter into the find window select the main menu and click on the 'Find' item. The find window will appear in the following format.



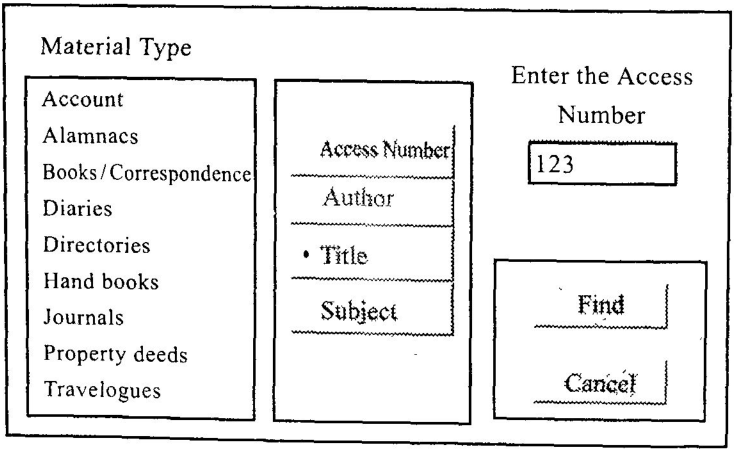
In the above screen the archival materials are displayed. And also find and cancel buttons are there. But the Find button is in the disable mode. Select an Archival Material from the list. After the selection of the archival material the Find window will appear in the following format.



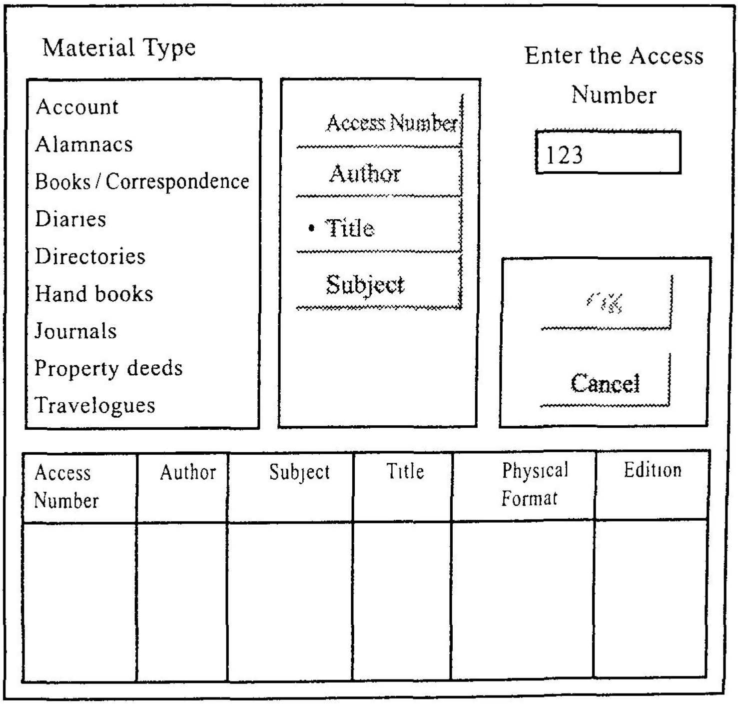
Depending on the material selection the options will be displayed. Select any one of the options from the list of options by clicking the oval. If the option is selected a dark spot will appear inside the oval. After selecting the option the screen will be as follows:



Once the option is selected the text box will appear on the window and the cursor will blink on the text box. Now you can enter the values based on the option, which you have selected. A single character is enough to find out the record of information. A character is entered into the text box immediately the 'Find' button will be enabled. After entering the value on the text box the screen will appears as follows:



After entering the value on the text box click the Find button. If the value entered on the text box is not matching with the table entries nothing will be displayed. The record, which is having the access number 123, will be displayed as follows:



After displaying the particular record in the above mentioned format, the cursor remains on the textbox. So you can enter another value. If you do not know the access numbers select another option and enter the value and click the Find button. Now it will display the access numbers of the records that are having the first character of the text box value.

From that we can find out the Access numbers. The Cancel button of this screen is used to return to the main screen.

Exit menu item

This menu item is used to terminate the program execution. If you click on this item all the screens and tables will be closed and the program execution will be terminated

INDEX

The terms in this Index have been arranged alphabetically by Letter-by-Letter method. The terms in upper case represents the personal name. The terms in upper case in Italic form represents the Title of documents.

The following abbreviations are used:

def. – definition

diff. – difference

i.r.t – in relation to

rel. -relationship

A

A MANUAL OF ARCHIVAL DESCRIPTION, 32
ABUL FIAZ MUHAMMED ABDUL ALI, 12
access restriction, 64, 65
access, 21, 63, 64, 119, 163, 128
account books, 58, 61, 77, 78, 95
acetone foils, 67
acid free boxes, 134
acid free file folders, 56
acid free, 163
acquisition policy, 133
acquisition, 17, 163
ADMINISTRATION OF CATHEDRAL ARCHIVES, 32
administrative value, 16, 163
advantage,
i.r.t. archives, 10
i.r.t digitization, 36
i.r.t microfilming, 101
AGARWAL, 34
aim
i.r.t information management, 7
i.r.t archives service, 30
i.r.t classification scheme, 103
air-condition, 66
ALDENDERFER, 75
Almanacs, 59, 62, 78, 95
ALWYN FOBER SCHOTFIELD, 12
analysis of Variance 69, 70
see also ANOVA
ANDERSON, 29
ANDREA DE SANTA MARIA, 88
ANOVA, 73, 129
see also analysis of variance
Appraisal, 16, 19, 163
Archbishops, 92, 93, 94, 163
Archdiocese, 87, 90, 92, 93, 167
see also Diocese

Archival concerns, 28
archival institution, 164
archival management, 39, 67
archival mission cycle, 17
archival program, 98, 100
archival projects, 4, 30
archival record, 99
archival theory, 4
archival value, 164
ARCHIVE PRINCIPLES AND PRACTICE, 31
archive room, 55
archives administration, 164
ARCHIVES FORMS MANUAL, 35
ARCHIVES IN CANON LAW, 27
archives, 1, 4, 5, 8, 10, 14, 19, 27, 50, 51, 52, 100, 134,195
  activities, 135
  def. 8, 9
  diff. i.r.t library, 19, 20
  history, 9
  importance, 50
  nature, 15
  records centers, 22
  types, 51
archivist, 9, 15, 16, 19, 23, 32, 54, 94, 102, 135, 164
  rel. i.r.t information professional, 24
  work, 22, 23
Arquivo Geral e Historico da, 11
  see also archives
arrangement, 6, 18, 31, 102, 164
ASCII, 136
Assumption church
  Dharkast, 184
  George town, 185
Auxiliary Bishops, 93

B

BANKS, 32
baptism register, 61, 78, 95, 193
BARKESHLI, 34
barriers, 83, 130,
  i. r. t. maintenance 84, 85
BAYNES, 35
Bengal, 198
Bishops, 1, 62, 63, 88, 89, 91, 93, 164, 133
BLASHFIELD, 75
BLOUIN, 29
bound volumes, 104
Burial register, 78, 193
BURKE, 29
Burma, 220
byproducts, 130

C

CAMARON, 29
Canon 1053 $ 1, 177
Canon 1053 $ 2, 177
Canon 1054, 178
Canon 1208, 178
Canon 1284 $ 1, 178
Canon 1284 $ 2, 178
Canon 1306 $ 1., 179
Canon 1306 $ 2 , 180
Canon 1306 $ 2 , 180

Canon 1307 $ 1 , 180
Canon 1339 $ 1 , 180
Canon 1339 $ 2 , 180
Canon 1339 $ 3 , 181
Canon 1719, 181
Canon 482 $ 1, 173
Canon 482 $ 1, 54
Canon 482 $ 2, 173
Canon 482 $ 3, 173
Canon 486 $ 1, 173
Canon 486 $ 2 , 52, 55
Canon 486 $ 2, 173
Canon 486 $ 3, 173
Canon 486 $ 3, 63
Canon 487 $ 1, 174
Canon 487 $ 2, 174
Canon 488, 174
Canon 489 $ 1, 174
Canon 489 $ 1, 52
Canon 489 $ 2, 174
Canon 490 $ 1, 175
Canon 490 $ 1, 53
Canon 490 $ 2, 175
Canon 490 $ 3, 175
Canon 491 $ 1, 175
Canon 491 $ 1, 63
Canon 491 $ 2, 175
Canon 491 $ 2, 52
Canon 491 $ 3, 175
Canon 535 $ 1, 175
Canon 535 $ 2, 176
Canon 535 $ 3, 176
Canon 535 $ 4, 176
Canon 535 $ 5, 176
Canon 895, 177
Canon law society, 27
Canon law, 45, 51, 52, 165
carged couple devices, 136
case study, 87, 104, 130
Catalogue, 62, 64, 104,
128, 195
Catholic Bishop's
Conference of India, 165
Catholic church, 9, 14, 45
Catholic dioceses, 48, 49, 127
Established, 50, 51
Catholic Directory of
India, 14, 49
central record office, 11
Chancellor, 54, 63, 135, 165,
Christian Churches, 14
Christian missionaries, 14
Christianity, 13, 87
church archival information
management, 39
church archives in India,
39, 46, 47
church archives, 5, 6, 7, 8,
13, 45, 51, 52, 79, 83,
86, 107, 109, 125, 127,
138, 139
church historians, 64, 68
Church of immaculate Heart
of Mary Kancheepuram,
185
Church of Our Lady Health
Little mount186
Church of Our Lady of
Glory Pulicat189
Church of Our Lady of
Rosary Tambaram, 191
church, 165
classes
i. r. t. records, 12
CLEMENT VIII, 5
cluster analysis, 75, 76

types, 75
cluster, 77, 78, 79, 82, 129
clustering, 76, 79
code of Canon law, 53
collecting policy, 166
collection development, 166
collection, 23, 166
commission of priests, 94, 104
Committee of Archivists of India, 13
components, 111
i.r.t. information management, 3
i.r.t software package, 108
computer tape, 134
Computer, 35, 66
Condition
i.r.t records, 68, 69, 71, 72, 73, 82
considerations, 28
constitution, 5
container, 62, 63
continuous custody, 166
COOK, 29, 31, 32, 107
correlation analysis, 68, 69, 129
correspondence, 58, 61, 77, 95
COTTON, K. E. A. 12
COX, 27
criteria
i.r.t. appraisal, 16
cupboards, 56

D

data collection, 46
data object, 121
database structure, 109, 235
Database, 107
deed of gift, 166
dendrogram, 77, 79
deposit arrangement, 166
description, 167
description, 18
i.r.t archival, 30
descriptive analysis, 47, 72
detached papers, 104
deterioration
i.r.t biological & chemical , 33, 34
i.r.t physical, 34
diaries, 58, 61, 78, 95
differential analysis, 47
Digitization chain, 137
digitization, 36, 101, 136
dimensions
i.r.t information management, 3
Diocesan Archives, 15, 97, 99
function 99
Diocesan Archives, 167, 131
Diocese, 8, 13, 55, 69, 92, 129, 167
see also Archdiocese
DIOGO DO COUTO, 10
Directories, 59, 62, 78, 81, 95
disposition schedule, 167
DOCCAM, 131
documents, 1, 78, 80, 81, 107, 129, 167
types, 94
quantum, 95

DOM FRANCISCO DE
ASSUNCAO E
BRITO , 14
DOM MANUEL DE
MEDEIROS
GUERRIRO, 93
DOM PEDRO DE
ALCANTARA, 91
DOM PHILIP, 88
DOM SEBASTIAO DE
S. PEDRO, 89
donated historical
materials, 168
DORRINGTON, 35
Drawings, 58, 95

E

Ecclesiastical department, 14
EDWARD DENISON
ROSS, 12
electronic network, 37
ELEMETNS OF RECORDS MANAGEMENT AND CONSERVATION, 33
Episcopal conferences, 131
equipments, 66, 96, 100,
128, 134
exit menu, 249

F

FAIRBRASS, 35
Fatima church
Kodambakkam, 186
features
archives, 4, 20
libraries 20
package, 120, 123
feedback survey, 121, 125
fifth law
library science, 95
filing cabinets, 56
finance, 55, 135
find menu, 247
finding aids, 30, 168
findings, 127
fire alarms, 66
fiscal value, 16, 168
FLEMING, 31
FOOT, 33
Fr. DURANDO
Fr. FRANCIS RICCI S. J.,
91
Fr. ROBERT DE NOBILI S.
J, 91
frequency distribution, 49
FRUSCIANO, 36
F-test, 70
fumigation, 35, 67, 135
functions,
i.r.t archives, 13, 17, 18,
27
further research, 138

G

G. W. FORREST, 11
GARCIA, 36
genealogical records, 95
Genealogical Society of
Utah, 102, 130
GENERAL INTERNATION STANDARD ARCHIVAL DESCROPTION, 32
GEORGE WILLIAM
FORREST, 11
GERTS, 35

groupings, 76
GUIDE TO RESTORATION OF DOCUMENTS, 33
Guidelines
i.r.t preserve, 33

H

HAIDAR ALI, 94
Handbooks, 59, 62, 78, 95
heritage, 14
hierarchical cluster, 83
hierarchical method, 76
historian, 23
historical archives, 51, 52, 127
Historical research centers, 45
historical value, 16, 168
holdings, 168
Holy Family Church Mahabalipuram, 187
HURST, 35
Hyperlinks, 037
hypotheses, 7, 130

I

Immaculate Conception Church Ravathanallur Kandigai, 189
Imperial record department, 11
Indexes, 62, 128
indexing system, 63
Indian Historical records commission, 12
INFORMATION MANAGEMENT AND ARCHIVAL DATA, 31
information management, 3, 4, 7, 29, 84
information retrieval package, 121
information retrieval system, 87
Information sources, 57, 60, 78, 128
information technology, 67, 130
information theory, 4
infrastructure facilities, 97, 127, 128, 133
Insect repeller, 66
institutions
i.r.t Christian, 2
intellectual control, 168
International Council on Archives, 32, 36
intrinsic value, 168

J

JAMINI MOHAN MITRA, 12
JINKINSON, 9
journals, 58, 77, 95
JPDUNATH SARKAR, 12

K

KAPLAN, 32
KESNER, 35
KING D. FILIPPE II, 10
KLAASSEN, 27

L

laboratory facilities, 65
lamination, 67

legal custody, 169
legal value, 16, 169
LEVINE, 32
librarian, 23
library, 19, 104
life cycle of records, 169
limitation, 8
location, 96
login administration form, 110
login administrative module, 111

M

machine – readable records, 169
MACHOVEC, 36
MACQUIBAN, 28
Madras, 13, 46, 85, 87, 90, 92, 93, 97, 104, 128, 195
main menu, 242
maintenance, 68, 69, 71, 72, 74, 80, 81, 128
Management of information, 35
MANAGING INSTITUTIONAL ARCHIVES – FUNDAMENTAL PRINCIPALS AND PRACTICE, 27
manpower, 54, 135
MANUAL OF ARCHIVAL DESCRIPTION, 107
Manuals, 59, 62, 78
manuscript curator, 169
manuscript repository, 169
manuscript, 169
Maps, 58, 95
marriage register, 58, 78
Mary Help of Christians' Church
Basin bridge, 183
Mater Dolorosa Church
Royapuram, 190
materials,
i.r.t archival, 19, 21
i.r.t library, 19, 21
maxima vigilanta, 5
menus, 109
microfilm project, 130
Microfilm readers, 66
microfilm, 134, 193
microfilming, 35, 102, 136
micrography, 35
Mission statement, 16, 161329
Monographs, 59, 62, 78
Mount Carmel Church Covelong, 184
multiple comparison, 74
multivariate statistical analysis, 75
museum curator, 23
Mylapore, 13, 46, 85, 87, 88, 89, 92, 93, 97, 104, 128, 195

N

National Archives of India,13, 33, 45
National Archives, 12
National Church Archival Policy, 131, 139

National State Archives, 10
National System for Public Archival Administration, 10
NEEVEL, 34
network, 29, 68
networking mechanism, 138
newsletter, 95
NOKES, 28
nonrecord material, 170
NORMAN LESLIC HALLWARD, 12
NORRIS, 35

O

O' TOOLE, 36
objectives, 7, 107, 139
observation, 97
OLIVIER, 36
one-way analysis of variance, 70, 71
open menu, 242
optical character recognition, 136
original order, 170
Our Lady Guidance Church Raja Aannamalaipuram, 189
Our Lady Light Church Luz, 187
Our Lady of Angles' Church Arambakkam, 183
Our Lady of Good Voyage Church, Cheyur, 184
Our Lady of Health Church Palnellore, 188
Pannur 188
Our Lady of Lourdes Shrine Perambur, 188

P

palm leaves, 58, 78, 95
parchment, 78, 81
Parish church, 45
parish record, 98, 100
Parish, 1, 102, 170
personal papers, 170
PETER BAILLEY, 102
Photocopiers, 66
Photographs, 58, 95
physical control, 170
physical facilities archives 55, 133, 134
POPE BENEDICT XIII, 5
POPE PAUL V, 5, 88, 89
POPES SIXTUS V, 5
Presentation Church Sellampattida, 191
Presentation of Our Lord Church Royapettah, 190
preservation, 6, 11, 18, 29, 32, 87, 96, 170,128, 129 , 131, 135
forms, 35, 101, 136
historical materials, 32
methods, 67
problems, 98
primary sources, 57, 77, 94, 128
physical condition, 60, 61
processing, 96, 170
PROCTOR, 32, 107
property deeds, 58, 61, 77, 95
provenance, 171
Public record act, 13, 131

Q

Queenship of Mary Church
Chintadripet, 184
Questionnaire, 45, 46, 47, 49, 52, 121

R

ranking, 125
record copy, 171
record group , 171
record keeper, 10
record keeping practices, 9
record management system, 97, 99
record management, 12, 23, 97, 99, 171
records center, 22, 171
records, 22, 29, 56, 79, 80, 171
REED, 35
reference materials, 172
reference service, 172
REPAIR AND PRESERVATION OF RECORDS, 33
repair, 34
reprography, 35
research scholars, 64, 68
respondents, 56
response, 47
restoration, 34
review, 172
revision commission, 54
RICHARD HENRY BALKAR, 12
ROBERT WILSON, 12
Royal commission, 12
RUSHBROOK WILLIAMS, 12

S

sacramental value, 17
sacramental value, 172
sacraments, 2
Sacred Heart Church
Egmore, 185
Kilacheri, 186
Valarpuram, 191
SAMUEL CHARLES HILL, 12
Santa Maria Church
Palliagaram 188
Santhome Cathedral Basilica
Santhome, 190
schedule, 172
SCHELLENBURG, 9
search, 119, 120
Secondary sources, 58, 59
physical condition, 61, 62
secret archives, 6, 51, 52, 53, 127
security control, 121
security, 18
series, 172
similarity measures, 75
size, 68, 69, 70, 72, 73, 129
software package, 108
splash form, 109, 239
St. Andrew's Church
Vepery, 192
St. Antony's Church
Avadı, 183
Madurantakam187
Park Town,188

Pudupet189
Royapuram, 190
St. AUGUSTINE, 89
St. Francis De Sales Church
Tiruvallur, 191
St. Francis Xavier's Church
Broadway, 183
Pallavaram, 188
St. Ignatius' Church
Rashanagaram, 189
St. John the Baptist Church
Poonamallee, 189
St. Joseph's Church
Acharapakkam, 183
Chengleput, 184
K.K. Pudur, 186
Molasur,187
St. Joseph's Church
Vepery, 192
St. Mary's Co-cathedral
George town, 185
St. Patrick's Church
St. Thomas Mount, 191
St. Peter's Church
Royapuram, 190
St. Roque's Church
Washermanpet, 192
St. Sebastian's Church
Madavaram187
St. Theresa's Church
Kasimode,185
Nungambakkam, 187
St. Thomas Church
Alphonsapuram, 183
St. THOMAS, 13
Standards, 137
STARTING AN ARCHIVES, 27
STERLINI, 35
storage equipments, 56, 127
storage, 11
subgroup, 172
SURENDRANATH SEN, 12

T

t- test, 70
techniques,
i.r.t conservation 34
theology, 28, 29
traditional methods
i.r.t. Preservation, 67
Travelogues, 58, 78
Tukey's test, 72, 129

U

user manual, 239

V

vacuum cleaners, 66
Vicars Apostolic, 91, 92
view, 119
Votive Shirine of the
Immaculate Heart of
Mary Kilpauk, 186

W

websites, 37, 38, 39, 159,
160, 161
WURSTER, 28

Y

YAKEL, 27

ABOUT THE BOOK

Church Archives are as old as the organization of the earliest Churches and require preservation. They deserve attention both for their historical as well as for their spiritual and cultural heritage. The arrangement of archives is an essential operation in the process of managing the information contained in them. The study reported by the author determines the present state of Church Archives in India and measures to be taken to ensure their processing, storing, retrieval and fruitful use. This study is the first of its kind in India in the field of Information Management of Church Archives. It deals with the historical perspective of the Church Archives, followed by a review of literature on Information Management of church archives, preservation techniques and IT application. The DOCCAM package developed along with the user manual for DOCumentation of Church Archival Materials will serve as a tool for designing and developing a bibliographic database of Archival Materials. This book stimulates the people concerned to take necessary steps to organize and maintain the Church Archives.

Fr Dr A Vijay Kiran is an Archivist managing Church Archives in Chennai for more than a decade. He holds Masters' Degrees in Commerce and Library & Information Science and Doctorate in Library and Information Science from Madras University. His Doctoral research was on "Information management of Church Archives in India". His research interest includes Church Archives, Information Management, Preservation & conservation, Information Services in Churches. He has presented number of papers at National conferences and he is regular contributor to the CALIBER events. He was the recipient of Best Paper Award in READIT 2001.